



Birchington CE Primary School

Records Management & Data Protection Policy

**Publication Scheme on information available under the Freedom of Information Act 2000
(also process map for receiving requests for information and retention schedule)**

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus

Information published in the school prospectus.

Governors' Documents

Information published in the Governors Annual Report and in other governing body documents.

Pupils & Curriculum

Information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school

Information about policies that relate to the school in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: **headteacher@birchington.kent.sch.uk**
Tel: 01843 841046
Fax: 01843 846034
Contact Address: Park Lane, Birchington, Kent CT7 0AS

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**”. If the information you’re looking for isn’t available via the scheme, you can still contact the school to ask if we have it.

5. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications, cds or dvds we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the head teacher and chair of governors• information on the school policy on admissions• a statement of the school's ethos and values• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils• information about the school's policy on providing for pupils with special educational needs• number of pupils on roll and rates of pupils' authorised and unauthorised absences• National Curriculum assessment results for appropriate Key Stages, with national summary figures• the arrangements for visits to the school by prospective parents

Information relating to the governing body– this section sets out information published in the Governors’ Annual Report and in other governing body documents.

Class	Description
Governors’ Information	<p>The following information can be found in school:</p> <ul style="list-style-type: none">• details of the Governing Body membership, including name and address of chair and clerk• a statement on progress in implementing the action plan drawn up following an inspection• a financial statement, including gifts made to the school and amounts paid to governors for expenses• a description of the school's arrangements for security of pupils staff and the premises• information about the implementation of the governing body's policy on pupils with additional educational needs (AEN and inclusion) and any changes to the policy during the last year• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with

	<p>disabilities to the school</p> <ul style="list-style-type: none"> • a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning (Key Stage 1 and 2 Teaching and Learning policies, Performance Management Policy and others) • number of pupils on roll and rates of pupils' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Pupils & Curriculum Policies - This section gives a list so a person can have access to written information or school policies that relate to pupils and the school curriculum.

Absence	Accessibility Plan	Admissions
AEN	Allergy & Anaphylactic Shock	Assessment
Anti-Bullying	Anti-Litter	Art & Design
Attendance	Behaviour	Charging
Child Protection	Code Of Conduct	Collective Worship
Complaints	Community Cohesion	Confidentiality
Dignity & Respect	Disability Equality Scheme	Discipline & Appeals
Dress Code	Drugs	Design & Technology
Dyslexia	Emergency & Critical Incident	Early Years
Equal Opportunities	Excursions	Extra Curricular Clubs
Finance	First Aid	Gifted and Talented
Governors Allowance	Hand writing	Healthy Eating
Health & Safety	Home Learning	Humanities
ICT	E-Safety	Lettings
Literacy	Marking	Maths
MFL	Midday Supervisor	Music
Performance Management	Pet CAre	Physical Activity

Physical Intervention & Restraint	PSHE	Race Equality
Records Management	Religious Education	Risk Assessment
Safer Recruitment	Science	Sex & Relationships
Smoking	Spelling	Spiritual, Moral, Social and Cultural
Teaching & Learning KS1 & KS2	Use of Support Staff	

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan (included in School Plan)	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

**Reviewed by HT – November 2010
Next review date – November 2012**