Cinnamon Brow C of E Primary School

'For I know the plans I have for you… Plans to give you hope and a future.'

Jeremiah 29:11

Freedom of Information Publication Scheme

(Whole School Policy)

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This is Cinnamon Brow Church of England Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

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 either available for you on our website to download and print off or 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 achieved the following:

- For consistently high academic standards
- To deliver the National Curriculum as a minimum entitlement, whilst also offering wider experiences and opportunities
- To address the specific needs of individual children
- To promote equal opportunities for all our children, regardless of gender, race, culture or disadvantage
- To help our children acquire relevant knowledge and skills for a fast changing world
- To teach children to take responsibility for their own actions and to foster respect for others
- To develop an appreciation of beauty and imagination
- To promote Christian values within the school
- To use our financial resources efficiently to create a quality environment and give the highest possible levels of staffing and equipment provision

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 or you can visit our website at www.cinnamonbrowschool.co.uk

Email: cinnamonbrow_primary@warrington.gov.uk

Tel: 01925 821108

Fax: 01925 811267

Contact Address: Perth Close, Fearnhead, Warrington, WA2 0SF

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library.

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 or videos 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	The statutory contents of the school prospectus are as follows: • 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 £ FREE FOR SINGLE COPY TO PARENTS £ 5 PER ADDITIONAL PAPER COPY £ AVAILABLE FREE TO DOWNLOAD FROM WEBSITE

Information relating to the governing body– **this section sets out information published in the governing body documents.**

Class	Description
Instrument of Government	• 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 £ FREE FOR SINGLE COPY TO PARENTS £ 5 PER ADDITIONAL PAPER COPY
Minutes [1] of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees *[current and last full academic school year]* *£ FREE FOR REFERENCE ONLY* *£ 0.05 PER PAGE*

[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 access to information about policies that relate to pupils and the school curriculum.**

Class	Description
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements £ FREE
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school £ FREE FOR SINGLE COPY TO PARENTS £5 PER ADDITIONAL PAPER COPY MOST AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
Sex Education Policy	Statement of policy with regard to sex and relationship education £ FREE FOR SINGLE COPY TO PARENTS £ 5 PER ADDITIONAL PAPER COPY AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs £ FREE FOR SINGLE COPY TO PARENTS £ 5 PER ADDITIONAL PAPER COPY AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils. £ 5 PER PAPER COPY AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
Race Equality Policy	Statement of policy for promoting race equality £ FREE FOR SINGLE COPY TO PARENTS £ 5 PER ADDITIONAL PAPER COPY AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
Collective Worship	Statement of arrangements for the required daily act of collective worship £ FREE FOR SINGLE COPY TO PARENTS £ 5 PER ADDITIONAL PAPER COPY AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. *(from March 2004)* £ FREE FOR SINGLE COPY TO PARENTS £ 5 PER ADDITIONAL PAPER COPY AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. £ FREE FOR SINGLE COPY TO PARENTS £ 5 PER ADDITIONAL PAPER COPY AVAILABLE FREE TO DOWNLOAD FROM WEBSITE

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 £ FREE FOR SINGLE COPY TO PARENTS £ 5 PER ADDITIONAL PAPER COPY £AVAILABLE FREE TO DOWNLOAD FROM OFSTED WEBSITE
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 £ FREE FOR SINGLE COPY TO PARENTS £ 5 PER ADDITIONAL PAPER COPY £ AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
School session times and term dates	Details of school session and dates of school terms and holidays £ FREE £ AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
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. £ 5 PER PAPER COPY £ AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
Complaints procedure	Statement of procedures for dealing with complaints £ FREE £ AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
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. £ 5 PER PAPER COPY £ AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
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 £ 5 PER PAPER COPY £ AVAILABLE FREE TO DOWNLOAD FROM WEBSITE
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 £ 5 PER PAPER COPY £ AVAILABLE FREE TO DOWNLOAD FROM DfES WEBSITE
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request £ 5 PER PAPER COPY £ AVAILABLE FREE TO DOWNLOAD FROM WEBSITE

***** Information available on our website***

Our website is at (www.cinnamonbrow.warrington.dbprimary.com)

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 about this scheme 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**

Freedom of Information Publication Scheme

Annex A – Further documents held by the school

Due to the nature that this list is subject to considerable change from DfE intervention and school improvement, this list will only be available on the website. Free internet access can be provided in school for the sole purpose of obtaining this list.