

ASHTON HAYES PUBLICATION SCHEME ON INFORMATION

Last reviewed: March 2015
Date for next review: March 2018



Ashton Hayes Primary School
Church Road, Ashton Hayes, Chester, Cheshire CH3 8AB



ASHTON HAYES 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 that is to be published in the future. All information in our publication scheme is available in paper form.

Some information that 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.

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.

Pupil and 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: head@ashtonhayes.cheshire.sch.uk

Tel: 01244 981418

Address: Ashton Hayes Primary School
Church Road
Ashton Hayes
Chester
CH3 8AB

To help us process your request quickly, please clearly mark any correspondence PUBLICATION SCHEME REQUEST (in capitals).

If the information you are looking for is not available via the scheme 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 do not have Internet access, you can access our website using a local library or an Internet café.

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 contents of the school prospectus <ul style="list-style-type: none">➤ The name, address and telephone number of the school, and the type of school➤ The names of the Headteacher 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 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 rate 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
- The numbers of places for pupils of normal age of entry in the preceding school year and the number of written application/preferences for those places

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
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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

Minutes of meeting of the governing body and it's committee

- Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

Pupils and Curriculum Policies – This section gives access to information about policies that relate to pupils and the school curriculum

Class	Description
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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
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and scheme of work and syllabuses currently used by the school

Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan	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
Race Equality Policy	Statement of policy for promoting race equality
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004)
Behaviour Statement	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying

School Policies and other information related to the school –

This section gives access to information about policies that relate to the school in general.

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

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 Policy

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.

Appraisal of staff

Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher 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 Headteacher 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.

Our website is www.ashtonhayes.cheshire.sch.uk

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 Mr Matthew Hover.

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 545700**

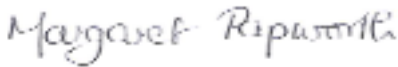
Email: www.publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

School Prospectus	Education (School Information) (England) Regulations 2002 (S) 2000/2897
Governors Annual Report	Education (Governors Annual Report) (England) Regulations 1999 (S) 1999/2157, amended by SI 20002/1171
Instrument of Government	School Governance (Constitution) (England) Regulations 2003 (SI) 2003/348 amended by SI 2003/1916
Minutes of meetings of the GB and its Committees	School Governance (Procedures) (England) Regulations 2003 (S) 2003/1377, amended by SI 2003/1916
Home School Agreement	Section 110 of the School Standards and Framework Act 1998
Curriculum Policy	Education (School Government) (Terms of Reference) (England) Regulations 2000 SI200/2122 Section 69 of the school Standards Framework Act 1998
Sex Education Policy	Section 404 of the Education Act 1996
Special Educational Needs Policy	Education (Special Educational Needs) (Information) (England) Regulations 1999 S11999/2506 SEN Code of Practice 2001 (Ref DfES/581/2001)
Access Plan	Section 28D of the Disability Discrimination Act 1995
Race Equality Policy	Race Relations Act 1976 (Statutory Duties) Order 2001 SI2001/3458
Arrangements of Collective Worship	Section 70 and Schedule 20 School Standards and Framework Act 1998
Child Protection Policy	Section 175 of the Education Act 2002 (from March 2004)
Pupil Discipline	Section 61 School Standards and Framework Act 1998
Published reports of Ofsted Inspections and post inspection action plan	Sections 16 & 17 of the School Inspections act 1996. Education School Curriculum and Related Information Regulations 1989 (S11989/954)
Charging and Remissions Policy	Section 457 of the Education Act 1996
School Sessions times and term dates	Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 (S11999/2255) Education (School Curriculum and Related Information) Regulations 1989 (S11989/954)
Health and Safety Policy and Risk Assessment	Section 2 & 3 of the Health and Safety and Work Act 1974 Management of Health and

	Safety at Work Regulations 1999 (S11999/3242)
Complaints Procedure	Section 29 of the Education Act 2002
Performance Management of Staff	Education (School Government) (Terms of Reference) (England) Regulations 2000 (S12000/2122) Education (School Teacher Appraisal) (England) Regulations 2001 (S12001/2855)
Staff Conduct, Discipline and Grievance	School Staffing (England) Regulations 2003 (S12003/1963)
Curriculum circulars and statutory instruments	Education (School Curriculum and Related Information) Regulations 1989 (S11989/954)

Signed by:

Chair of Governors:  Date: March 2015

Headteacher:  Date: March 2015

ASHTON HAYES
Freedom of information Publication Scheme
Annex A – Further document held by the school

The following documents are Curriculum documents and refer to the subject and how it is taught throughout school.

Name of document

Art

PSHCE

Design Technology

Geography

History

Computing

**English Reading Writing Spelling Speaking and Listening
Handwriting Drama**

Mathematics

Music

Physical Education

Religious Education

Science

The following policies are Aspect Policies

Admissions

Anti Bullying

Assessment

Charging, Lettings and Remissions

Child Protection

Assessment

Attendance

Complaints

Curriculum

Early Years

Educational Visits

Equal Opportunities

Health and Safety

Homework

Inclusion

Induction

Manual of Internal Procedures

Pay

Performance Management of staff - Appraisal

Equality

School Uniform

Sex Education

Special Educational Needs

Staff Code of Conduct

Teaching and Learning