



## PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

The Board of Trustees is responsible for the 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 for you on our website to download or print off 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 Federation 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.
- **Information relating to the Governing Body** – published on the website and in other governing body documents.
- **Pupils 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 this scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our websites at [www.blackfield.hants.sch.uk](http://www.blackfield.hants.sch.uk) or [www.fawley.hants.sch.uk](http://www.fawley.hants.sch.uk)

##### **Blackfield Primary School**

Email: [adminoffice@blackfield.hants.sch.uk](mailto:adminoffice@blackfield.hants.sch.uk)

Tel: 023 8089 3132

Fax: 023 8089 7945

Contact Address: Blackfield Primary School, Hampton Lane, Blackfield, Southampton, Hampshire, SO45 1XA

##### **Fawley Infant School**

Email: [adminoffice@fawley.hants.sch.uk](mailto:adminoffice@fawley.hants.sch.uk)

Tel: 023 8089 7391

Fax: 023 8089 1836

Contact Address: Fawley Infant School, School Road, Fawley, Southampton, Hampshire, SO45 1EA

To help us process your request quickly, please clearly mark any correspondence with 'PUBLICATION SCHEME REQUEST'.

If the information you are looking for is not available via the scheme (and it is not 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 or 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.

#### 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 The Inspire Learning Federation's discretion)</p> <p>Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year.</p> <p>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</p>

	access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
Pupil Premium details and impact	<p>The Pupil Premium is an allocation of additional funding provided to schools to support specific groups of children who are vulnerable to possible under achievement. These include pupils who are entitled to free school meals, those looked after by the local authority and the children of armed service personnel.</p> <p>All schools are required to report on the amount of funding received and how this is being used. Once information is available, the impact of the funding should also be reported.</p> <p>Information can be found on the school website.</p>

School Profile and other information relating to the Governing Body – this section sets out the information published in the School Profile and in other Governing Body documents

CLASS	DESCRIPTION
School Information	Performance data, Ofsted report , School Improvement plan and equality objectives
Instrument of Government	<p>The name of the school</p> <p>The category of the school</p> <p>The name of the governing body</p> <p>The manner in which the governing body is constituted</p> <p>The term of office of each category of governor if less than 4 years</p> <p>The name of any body entitled to appoint any category of governor</p> <p>Details of any trust</p> <p>If the school has a religious character, a description of the ethos</p> <p>The date the instrument takes effect</p>
Minutes of meeting of the governing body and its committees *	Approved minutes of meetings of the governing body and its committees

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

**Pupils and 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 Federation's aims and values, the Federation's responsibilities, the parental responsibilities and the Federation's expectations of its pupils for example homework arrangements.
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.

Single Equality Scheme	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Sex and Relationships Education Policy	Statement of policy with regard to sex and relationship education
Inclusion Policy	Information about school policy on providing for pupils with special educational needs.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Whistleblowing Policy	Statement of policy and code of practice relating to whistleblowing
Behaviour Management Policy	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying
Restrictive Physical Intervention Policy	Statement of policy and procedures relating to physical intervention
Anti Bullying Policy	Statement of policy and procedures relating to bullying
Administration of Medicine Policy	Statement of policy and procedures relating to administering medicine to pupils
First Aid	Statement of policy and procedures relating to the maintenance of a fit for purpose first aid system.

**School policies and other information related to the school** – This section gives access to information about policies that relate to the school in general

<b>CLASS</b>	<b>DESCRIPTION</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character.
Charging policy	A statement of the Federation'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	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 Policy	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
Pay Policy	Statement of the Federation's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay

Admissions Policy	Statement of both schools' policy on admissions
Absence Policy	Statement of the Federation's policy on staff absence procedures
Leadership Development	Statement of the Federation's policy on developing staff into leadership positions
Management of Asbestos in the Workplace	Details of procedures and guidance for the Federation on management asbestos in the workplace
Security Policy	Statement of both schools' policy on security arrangements
Data Protection Policy	Statement of the federation's policy on the collection of data
Best Value Statement	Statement relating to the Federation spending priorities

Our websites are:

[www.blackfield.hants.sch.uk](http://www.blackfield.hants.sch.uk)

[www.fawley.hants.sch.uk](http://www.fawley.hants.sch.uk)

Details of which information can be found on the websites and which will be supplied in hard copy are available on the websites or from the school office.

## 7. FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you 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 Chair of Governors at the school's address.

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

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

**SIGNED:** \_\_\_\_\_  
(Executive Headteacher)

**DATE:** 25.3.15

**SIGNED:** \_\_\_\_\_  
(Chair of Board of Trustees)

**DATE:** 25.3.15

**REVIEW DATE:** July 2017 ( 3 year cycle)