

This is Woodland Grange 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 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 schemes for schools approved by the Information Commissioner.

2. Aims and Objectives

Our aim is to provide an environment conducive to learning where all the children can develop skills and attitudes for life.

We achieve this by:

- valuing and respecting each child regardless of ability, race, gender, culture, religion, social background, or disability.
- offering a child-centered curriculum which provides breadth, balance, relevance and progression.
- developing the physical, intellectual, emotional and social education of each child.

- providing for each child the means to develop his /her full potential, experiencing success and achievement as he/she progresses.
 - providing a caring and stimulating environment which is safe and welcoming to all.
 - fostering responsible attitudes and encouraging good behaviour and relationships both in and out of school.
 - working in partnership with parents for the good of each child.
 - becoming involved with, and involving the local community in the work of the school
- and this publications scheme is a means of showing how we are pursuing this.

3. Categories of information published

The publications 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 schooling 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.woodlandwideweb.org.uk

Email: office@woodlandgrange.leics.sch.uk

Tel: **01162720401**

Fax: **01162713552**

Contact Address: **Beaufort Way, Oadby, Leicester. LE24TY**

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 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 an internet cafe.

Single copies of information covered by this public information 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 the cost 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, (other items may be included in the prospectus at the school's discretion): <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

School Profile and other information relating to the governing body- this section sets out information published in the School Profile and in other governing body documents, published through Teacher net.

Class	Description
School Profile	The statutory contents of the School Profile to parents are as follows, <ul style="list-style-type: none"> * What have been our successes this year? * What are we trying to improve? * How have our results changed over time? * How are we making sure we are meeting the learning needs of individual pupils? * How do we make sure our pupils are healthy, safe and well supported? * What activities are available to pupils? * How are we working with parents and the community? * What have pupils told us about the school, and what have we done as a result? * What do our pupils do after leaving this school? * What have we done in response to OFSTED?

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 meetings 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]	

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
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
(£)	
Sex and Relationships 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 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.
Race Equality Policy	Statement of policy for promoting race equality
(£)	
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Children Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
(£)	
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher 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.

Class	Description
Published reports of Ofsted referring expressly to the last inspection of the school and the summary of appropriate inspection reports of religious education having a religious character	the school Published report of the report and where on in those schools designated
Post-Ofsted inspection action plan following the last Ofsted inspection and where appropriate following inspection of religious education where having a religious character	A plan setting out the actions required appropriate action plan the school is designated as
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra 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 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 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
(£)	

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 Miss Lesley Butcher (Headteacher) with a copy to Mrs Beverley Barnes (Chair of Governors)

If you are not satisfied with the assistance that you are able to resolve your complaint and you feel that a complaint 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. The you get or if we have not been formal complaint need to be on Commissioner's Office. the Freedom of Information you can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow,
Cheshire, SK95AF or**

Enquiry/Information Line: 01625545700

**E Mail: publications@ic-foi.demon.co.uk<mailto:publications@ic-foi.demon.co.uk>. Website: www.informationcommissioner.gov.uk
<<http://www.informationcommissioner.gov.uk>>**

WoodlandGrangePrimarySchool

PublicationScheme

(FreedomofInformationAct2000)

RevisedJune2011