

The Firs Lower School
**Publication Scheme for 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 from the school.

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. School Values

This is what we want to CREATE for our school:

Caring and welcoming for everyone
Responsibility to play our part in the team
Engaging and communicating positively with the whole community
Aspire to persevere and do our best
Teaching that is fun and helps us learn.
Every child taking pride in their learning all their life

This publication scheme is a means of showing how we are pursuing these goals.

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 – The Governors produce an Annual Report as part of the Financial Statements required as a Company limited by Guarantee

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.

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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.firslower.co.uk

Email: firs@cbc.beds.sch.uk

Tel: **01525 402735**

Fax: **01525 755881**

Contact Address:

The Firs Lower School
Station Rd
Ampthill
Beds
MK45 2QR

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 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.

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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

Governors' Annual Report and other 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
Annual Financial Statement	<p>The statutory contents of the governors' annual Financial Statement reports as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> • details of the governing body membership, • a statement on progress in implementing the action plan drawn up following an inspection if applicable • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect • Details of the schools Bankers • Constitution • Members Liability • Governors Indemnity Insurance • Recruitment, appointment and election of Governors • Training of Governors • Organisational Structure • Connected Organisations Including Related Party Relationships • Objects and Aims • Objectives, Strategies and Activities • Public Benefit • Review of activities • Financial Report • Reserves Policy
Other Public Documents	<ul style="list-style-type: none"> • Declarations of pecuniary interests • Value for money statement

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Minutes ¹ 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>]
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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 - Sex Education statement	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school (Includes a statement of policy with regard to sex and relationship education)
Special Education Needs and Disabilities Policy	Information about the school’s policy on providing for pupils with special educational needs
Equality Scheme and Accessibility Plan	Plan for ensuring all are treated equally and 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.
Admissions Policy	Policy governing the procedures for admitting pupils to the school.
Teaching and Learning Policy	Policy regarding the central elements in the school approach to the teaching and learning process
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. (<i>from March 2004</i>)
Behaviour policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
EYFS policy	Policy detailing the provision for children during reception.
Home School Agreement	Agreed responsibilities of parents, pupils and the school, working in partnership to ensure that children achieve their best.

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

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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
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	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

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, The Firs Lower School.

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 545 740

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

Website : www.informationcommissioner.gov.uk