

# Westgate Primary School Publication Scheme on Information under the Freedom of Information Act 2000



## **"To be the best that we can"**

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 have produced 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 presently 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 of our school**

At Westgate Primary School we aim 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

*Governors' Documents* – information published within Governing Body documents and minutes

*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 documents within the scheme, the school can be contacted by phone, email, fax or letter. Contact details are set out below.

Email: [office@westgate.kent.sch.uk](mailto:office@westgate.kent.sch.uk)

Tel: 01322 223382

Fax: 01322 286979

Contact Address: Westgate Primary School, Summerhill Road, Dartford, Kent, DA1 2LP

To help us process a request quickly, any correspondence should be clearly marked **"PUBLICATION SCHEME REQUEST"**.

If the information requested is not available via the scheme then the school can be contacted to see if we have it.

#### **5. Paying for information**

Single copies of information covered by this publication are provided free unless otherwise stated in section 6. If a request means that there is a large amount of photocopying or printing, or a large postage charge is incurred, you will be informed of the cost before fulfilling your request. Where there is a charge this is 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

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"><li>• The name, address and telephone number of the school, and the type of school</li><li>• The names of the Head Teacher and Chair of Governors</li><li>• Information on the school policy on admissions</li><li>• A statement of the school's ethos and values</li><li>• 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</li><li>• Information about the school's policy on providing for pupils with special educational needs</li><li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>• Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• The arrangements for visits to the school by prospective parents</li></ul>

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

<b>Class</b>	<b>Description</b>
<b>Instrument of Government</b>	The statutory contents of the instruments of government are as follows: <ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governors</li> <li>• Details of any trust</li> <li>• A description of the ethos of the school</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes of meeting of the governing body</b> <i>(some information might be confidential or otherwise exempt from the publication by law)</i>	Agreed minutes of meetings of the governing body (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

<b>Class</b>	<b>Description</b>
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 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 Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving the 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
Child Protection 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

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to Westgate Primary	Published report of the last inspection of the school and the summary of the report
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection
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
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessments	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 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
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 DES to the Head Teacher or governing body relating to the curriculum

## **7. Feedback and Complaints**

Westgate welcomes any comments or suggestions that may arise regarding this scheme. Any comments or complaints need to be made initially to the Head Teacher.

If you are not satisfied with the assistance or the school is not able to receive a complaint and it is felt that a formal complaint needs to be made 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.

Member of staff responsible for writing the scheme:

Beverley Chris

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Date approved by the full Governing body: