

Through all of its policies, Wellstead Primary School aims to provide:

A caring, family ethos in which all children can flourish.

Excellent standards of teaching which enable all children to achieve their full potential.

A curriculum which builds enthusiasm for learning and equips children for the next stage of their education.



Wellstead Primary School Freedom of Information Act 2000 Publication Scheme

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 the publication scheme is either available on the school website to download and print off 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 scheme for schools approved by the Information Commissioner.

Classes 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'. The classes of information that the school undertakes to make available are organised into the following areas:

- School Prospectus - information published in the school prospectus
- Governors' Documents - information published in the School Profile and in other governing body documents
- 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.*

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 as follows:

Telephone: 01489 580 873

In writing to: Wellstead Primary School, Wellstead Way, Hedge End, Southampton, SO30 2LE

Email: headteacher@wellstead.hants.sch.uk

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 publication scheme and isn't on our website, you can submit a request to the school in writing. Such requests will be considered in accordance with the provisions of the Freedom of Information Act 2000.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, please write to the school using the contact details provided above. An appointment to view the information will be arranged within a reasonable timescale.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

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Paying for information

Information published on the school website is free. Single copies of information covered by this publication are provided without incurring a fee, although a charge may be made for actual disbursements incurred such as data collection and collation, photocopying, postage and packaging. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

When a hard copy of information that is freely available on the school website is requested, a production charge of 20p per page will be made.

Postage on any requests for information will be charged at cost based on current 2nd class postage rate.

Examples of indicative charges as at November 2014 are provided below as guidance only:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Estimated actual cost incurred by the school
	Photocopying/printing @ 6p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Hard copies of information freely available on the website	Photocopying/printing @ 20p per sheet (black & white)	Cost + Admin time

Classes of Information Currently Published

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

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PUPILS AND CURRICULUM POLICIES

Class	Description
School Profile	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> • data relating to pupil achievement provided and updated by the DCSF on an annual basis • a summary of the latest Ofsted report provided by the DCSF and updated at least every three years • narrative sections written by the school, updated at least once every academic year. <p>The narrative sections include the following headings:</p> <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 that every child receives teaching to meet their individual needs? • How do we make sure our pupils are healthy, safe and well-supported? • What have we done in response to our Ofsted report? • How are we working with parents and the community?
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 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.

INSTRUMENT OF GOVERNORS

Class	Description
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 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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SCHOOL POLICIES AND OTHER INFORMATION RELATED TO THE SCHOOL

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
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 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 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
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 Department of Education and Skills to the head teacher or governing body relating to the curriculum

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.

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:

ICO helpline: open between the hours of 9.00am and 5.00pm, Monday to Friday.

08456 306060

01625 54 57 45

Enquiry/Information Line: 01625 545 700

Fax: 01625 524510

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By email: notification@ico.gsi.gov.uk

Website: www.informationcommissioner.gov.uk

Approved by the Resource Committee	November 14
Reviewed	November 15