



# **Deer Park Primary Schools 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.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **2. Aims and Objectives**

The school 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 three broad topic areas:

*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 school 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. All information in our publication scheme is available for you from the office in paper form. Some information will be available on our school's website.

Some information which we hold may not be made public, for example personal information.

#### **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.

#### **6. Classes of Information Currently Published on the School Website**

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

- 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
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- the arrangements for visits to the school by prospective parents

#### **Information published relating to the governing body**

This section sets out information published on the School Website and in other governing body documents.

The statutory contents of the school profile are as follows:

- details of the governing body membership, including name and address of chair and clerk
- attendance of members at meetings
- a statement on progress in implementing the action plan drawn up following an inspection
- a financial statement, including gifts made to the school and amounts paid to governors for expenses
- a description of the school's arrangements for security of pupils staff and the premises

- 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
- 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 access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
- a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- a statement of the extent to which proposals in the post- inspection action plan have been carried into effect

### **Instrument of Government.**

#### **This should include:**

- 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*] should be available.

### **Pupils & Curriculum Policies**

This section gives access to information about policies that relate to pupils and the school curriculum.

### **Home – school agreement**

This is a 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.

This is a statement on following the policy for the secular curriculum subjects and religious education and syllabuses currently used by the school.

### **Sex and Relationships Education Policy**

This is a statement of policy with regard to sex and relationship education.

### **Special Education Needs Policy**

This outlines Information about the school's policy on providing for pupils with special educational needs.

### **Accessibility Plan**

This is a 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.

### **Child Protection or "Safeguarding" Policy**

This is a statement of policy for safeguarding and promoting welfare of pupils at the school.

### **Behaviour and Anti-Bullying Policy**

This is a pupil discipline statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

### **Further policies include:**

Attendance Policy  
Acceptable Use of IT, the Internet and Electronic Communication  
Code of Conduct [Governors]  
Confidential Reporting Code  
Curriculum Information  
Data Protection Policy  
Equality and Diversity Policy  
Homework Policy  
Lettings Policy  
Marking Policy  
Privacy Notice  
SEN Local Offer Information

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

- Published reports of Ofsted referring expressly to the school.
- Published report of the last inspection of the school
- Post-Ofsted inspection action plans. This is a plan setting out the actions required following the last Ofsted inspection
- Charging and Remissions Policies. This is 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 associated risk assessments

This is a 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

- Performance Management of Staff. This is a 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. This is a 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

These are 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.

## **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 Mr Simon Beardall.

If you require further assistance or wish to make a complaint please contact the School Data Protection Officer:

Data Protection Officer Name: GDPR for Schools, Derbyshire County Council

DPO Email: [gdpforschools@derbyshire.gov.uk](mailto:gdpforschools@derbyshire.gov.uk)

DPO Phone: 01629 532888

DPO Address: Room 396, North Block, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number: **Z6022324**

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510 Website: <https://ico.org.uk/concerns/>

## **Review**

The next review of this policy is in 3 years time in 2023

Reviewed by Annette Lupton Date: 01.09. 2022

Reviewed by Full Governing Body May 2020