



Publication Scheme 2017-19⁴

**Information available under the
Freedom of Information Act 2000**

To be reviewed and amended by the H&S & Safeguarding Committee January 2019⁴

Adopted February 2017³

Circulated to all governors February 2017³

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, schools must produce a publication scheme, setting out:

- *The classes of information which they 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 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 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,

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:

- School Prospectus – information published in the school prospectus.
- Governors' Documents – information published in the Governors Newsletter; Terms of Reference document; Governor Files; Minutes and any other governing body documents.
- School Policies including Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

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 or letter. Contact details are set out below.

Email: office@highgate.leics.sch.uk

Tel: **01509 813968**

Contact Address: **Highgate Primary School, Heathcote Drive, Sileby, Loughborough, Leics. LE12 7ND**

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, 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. The website address is www.highgate.leics.sch.uk

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. Where there is a charge this 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 and/or the school website.

Class	Description
<p style="text-align: center;">School Prospectus Website www.highgate.leics.sch.uk</p>	<p><u>Although it is no longer statutory for a school to produce a prospectus, the leadership team and governors still value it as a means of communicating some of the information that is required to be published by law. This is also published on the school website:</u>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 all governors (including the chair) and a list of their pecuniary interests and roles in school. • 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 • 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 disabilities and special educational needs (DSEN) and any changes to the policy during the last year (including a link to the local offer for DSEN) • <u>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</u> • <u>a statement of how it is intended that money allocated for Pupil Premium and Sports Premium will be spent</u>

Governors’ Terms of Reference Document and other information relating to the governing body– this section sets out information published in the Governors’ Terms of Reference Document and in other governing body documents.

Class	Description
Governors’ Terms of Reference	<p>The governing body no longer have a statutory obligation to provide an annual report. The governors have a terms of reference document which they review and amend each year, a copy of which is in the head’s office for parents to review (other items may be included at the school’s discretion):</p> <ul style="list-style-type: none"> • details of the governing body membership, including contact details for the chair of governors and clerk to the governors • a code of conduct by which all governors adhere to during their term of office • information regarding the terms of reference for each required committee and the governors who sit at the meetings • an account of the governor visits policy • governor responsibilities
Instrument of Government File in the head’s office	<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 • 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	<p>Agreed minutes of meetings of the governing body and its committees</p> <ul style="list-style-type: none"> • Available on request (a charge may be incurred for the administration of this)

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

School Policies including Pupils & Curriculum The governing body is committed to ensure all policies applicable across all sections of school life are informed, up-to-date and regularly reviewed. Since 2010 a Policy Timetable Document was formalised to ensure all policies were understood and recorded in one location, this paper is reviewed annually by the full governing body. For ease of access you can locate this document in the governors file in the office.

If there is a policy you would like to view then request in writing or view the policies via the website. Please note your request may incur a cost.

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 Mrs Tania Small, Chair of Governors, Highgate Primary 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 545 700

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

Website : www.ico.org.uk

More information can be found at :

<https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>