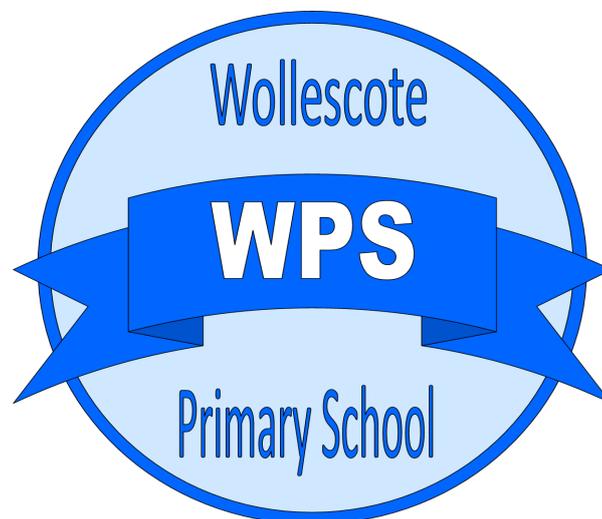


Wollescote Primary School



Publication Scheme

Wollescote Primary School Publication Scheme



The governing body is responsible for the 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 available for you on our 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.

2. Aims and Objectives

At Wollescote, we believe that every child is entitled to a high quality education. We work for success.

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 4 broad topic areas:

1. School Prospectus – information published in the school prospectus.

2. Governors' Documents – information published in the Governors Annual Report and in other governing body documents.

3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

4. 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

Email: info@wollescote.dudley.sch.uk

Tel: **01384 818500**

Fax: **01384 818501**

Contact address: **Drummond Road, Lye, Stourbridge, West Midlands, DY9 8YA**

To help us process your request quickly, please clearly mark any correspondence '**Publication Scheme Request**'

If the information you're looking for isn't available via the scheme and isn't available 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

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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 the body entitled to appoint any category of governor• Details of the trust• If the school has a religious character, a description of the ethos• The date the instrument takes effect
Class	Description
Minutes of the governing body meeting and committees	<ul style="list-style-type: none">• Agreed minutes of meetings of the governing body and its committees (current and full academic school year)

Copies of all school policies are available from the school website or school office

Wollescote Primary School Publication Scheme



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 Head Teacher.

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

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommisioner.gov.uk

Telephone: 01625 545 700

Review and Monitoring

This Policy is monitored and reviewed every three years by the finance governors committee.

Date Ratified by Governing Body:

Signed by Chair of Governors: