

PUBLICATION SCHEME
INFORMATION AVAILABLE UNDER
THE FREEDOM OF INFORMATION ACT 2000

1. INTRODUCTION:

WHAT A PUBLICATION SCHEME IS, WHY IT HAS BEEN DEVELOPED AND THE PROCEDURES THAT WILL BE FOLLOWED BY THE SCHOOL.

The Freedom of Information Act 2000 (FOIA) requires public bodies, including schools, to be clear and proactive about the information it will make public.

To do this a publication scheme must be produced which sets out:-

- *The classes of information which the school publishes or will publish.*
- *The manner in which the information will be published.*
- *Whether the information is available free of charge or on payment.*

This Scheme conforms to the model scheme approved by the Information Commissioner. The scheme covers the information already available and information that is to be published in future. All the information is available on paper. Some information, e.g. personal information, may not be made public. All members of the school staff must be aware of the procedures to be followed under this scheme. The Head Teacher will have responsibility for the management of the policy and procedures and must ensure that all applications are responded to within twenty working days. School administrative staff will have responsibility for the day to day operation of the scheme using the DfES 'checklist', the retention of documents guidance and seeking guidance from the Head Teacher if required. A recording and management system must be operated in order to record details of applications and any refusals to provide information showing the reasons for refusal. This information will be used when the Governors conduct an annual review of the scheme.

2. AIMS AND OBJECTIVES

Mission Statement:

*At Jackfield we work towards the healthy and wholesome development
of all children at all times.*

The school aims to:

- Create a happy, welcoming and secure environment in which the young child can develop confidence, individuality and good learning habits as well as understanding how to work with thought for other children and adults.
- Be determined to be never ending in our improvement of the standard of education we deliver.

This Publication Scheme is a means of showing how the school is pursuing these aims.

3. CATEGORIES OF INFORMATION PUBLISHED

The Publication Scheme sets out what information is currently published (or recently published) or will be published in the future. The different categories of information are known as 'classes' and are set out below and in more detail in Section 6 of the Scheme.

- School Prospectus.
- Governors' Documents.
- Pupil and Curriculum Policies.
- Other school policies and school related information.

4. HOW TO REQUEST INFORMATION

In order to request copies of any of the documents included in the Scheme, the school should be contacted by telephone, e-mail, fax or letter. The contact details are set out below.

Telephone: 01782 234450; Fax: 01782 234451; E-mail: jackfield@sgfl.org.uk

Contact address:

Jackfield Infant School, Jackfield Street, Burslem, Stoke-on-Trent, Staffordshire, ST6 1ET.

To help staff process requests quickly any correspondence should be clearly marked '**PUBLICATIONS SCHEME REQUEST**' (in capitals). If the information sought is not available via the scheme, applicants can still contact the school to ask if it is available.

5. PAYING FOR INFORMATION

Charges will be as follows:

Single documents up to a maximum of nine pages in length will be provided free of charge. In order to cover the costs of copying and postage, documents of ten pages or more will be charged at the rate of 10 pence (10p) per sheet plus the cost of postage. If charges are to be applied the person requesting copies will be notified. The school must receive the appropriate charge before continuing with the request. A copy of the school Prospectus will be provided free of charge to parents/guardians of prospective pupils.

6. CLASSES OF INFORMATION PUBLISHED

- School Prospectus.
- Governors' Documents.
 1. Instrument of Government.
 2. Minutes of Governors' Meetings. (Agreed minutes (excluding certain confidential matters) of meetings of the Governing Body and its committees for the current and last academic year.)
 3. Governors' Code of Conduct.
- Pupil and Curriculum Policies.
- Other School Policies and Information.

This Policy will be reviewed annually.