



St Leonard's CE (A) Primary School

Publication Scheme of Information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. Introduction

One of the aims of the Freedom of Information Act (FOIA) 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
- 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 to you on our website www.st-leonards-wigginton.staffs.sch.uk

Some information which we hold may not be made public, such as personal information.

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

2. Aims and Objectives of the school

Our overall aim at St Leonard's School is to ensure that all children maximise and achieve their true potential both academically and socially by providing an education of the highest quality within the context of Christian belief and practice

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 four broad topic areas:

- School Prospectus - information published in the school prospectus
- Governors' Documents - information published in the Governor's Annual Report and in other governing body documents
- Pupils and 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 office:

01827 213995

office@st-leonards-wigginton.staff.sch.uk

To help us to 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 on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website and single copies of information covered by this publication are free.

6. Classes of Information Currently Published

School Prospectus

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows: • 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 • information about the school's policy on providing for pupils with SEND

	• number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for each key stage • the arrangements for visits to the school by prospective parents
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Information relating to the governing body

Class	Description
Governors' Annual Report	The statutory contents of the governors' annual report to parents are as follows: • details of the governing body and their category of membership, clearly identifying the chair, vice chair and clerk • 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 and any changes to the policy in the last year • arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils • 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 to the school by those with disabilities • 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 each key stage, 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	• Name of the school • Category of the school • Name of the governing body • Manner in which the governing body is constituted • Term of office of each category of governor if less than 4 years • 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	Agreed minutes of meetings of the governing body and its committees.

Pupils and Curriculum Policies

Class	Description
Home-school agreement	The school's responsibilities, the parental responsibilities and the school's expectations of its pupils
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 Educational 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
Equality Policy	Statement of policy for promoting equality as per Section 75 of the 1998 NI Act
Safeguarding 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

School Policies (and other information related to the school)

Class	Description
Published reports referring expressly to the school	Published report of the last inspection of the school and the summary of the report. Published report of the last SIAMS inspection
Post inspection action plan	A plan setting out actions required following the last inspections
Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy	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 DFE to the head teacher or governing body relating to the curriculum

7. Feedback and Complaints

We welcome any comments or suggestions that 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, this should be addressed to:

The Governing Body
St Leonard's CE (A) Primary School
Syerscote Lane
Wigginton
Tamworth
Staffordshire
B79 9DX

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, 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 can be contacted at:

Information Commissioner
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF

Or 01625 545745