



**Marshbrook First School
The Freedom of Information
Publication Scheme
July 2013**

This is Marshbrook First School's Publication Scheme on 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 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 the school 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 that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form. Some information that 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. School's Aims and Objectives

Our school aims to:

- Provide the highest quality of education that motivates and challenges all children so that they can achieve their full potential in all areas of school life.
- Promote the social, moral, cultural, intellectual, physical and spiritual development of all our children. To increase pupils awareness of religious and moral values to enable them to appreciate the multi-cultural and multi-ethnic diversity of our society.
- Create a positive learning environment where pupils are valued by others and are prepared for the opportunities and experiences of life.
- Provide a rich and stimulating curriculum that enables children to develop creative thinking and enquiring minds.
- Ensure opportunities are available to all, irrespective of disability, special educational need, ability, race, gender or religion and encourage respect and tolerance of others. To be a fully inclusive school.
- Develop close links between home and school creating a partnership between parents and teachers and the wider community.
- Encourage in every learner, independence, co-operation, enthusiasm and the confidence to succeed.

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 that we currently publish (or have recently published) or information that 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 broad topic areas:

- School Prospectus – information published in the school prospectus.
- School Performance – information about school performance results and the governing body
- 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, fax or letter. Contact details are set out below. Alternatively, you can visit our website at www.marshbrook.staffs.sch.uk

Contact address:
 Marshbrook First School
 Teddesley Road,
 Penkridge
 ST19 5BA
 Telephone: 01785 712780
 Facsimile: 01785 712476

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 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 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. Where there is a charge this will be indicated by a £ sign in the description box.

Note -

If a request for information will result in excessive photocopying, printing or postage charges, or is for a priced item (e.g. printed publication) we will notify you of the cost before fulfilling your request.

6. Classes of Information Currently Published

Class	Description	£
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at our discretion): <ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school 	

	<ul style="list-style-type: none"> • 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 • 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
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School Performance and other information relating to the governing body

Class	Description
School Performance	<ul style="list-style-type: none"> • Performance data and Ofsted report (can be accessed online at dashboard.ofsted.gov.uk & www.ofsted.gov.uk)
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 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 governing body and its committees	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

Pupils & Curriculum Policies

Class	Description
Home – school agreement	Statement of the school's aims and values, 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 Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility	Plan for increasing participation of disabled pupils in the school's

Plans	curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Pupil Behaviour and 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 of Ofsted referring to the school	Published report of the last inspection of the school.
Ofsted inspection Self-Evaluation Form	A statement of the governing body's evaluation of the school's performance.
Charging and Remissions Policies	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 and risk assessments	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.
Staff Grievance	Statement of procedures by which staff may seek redress for grievance.
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation	The school's plan for the implementation of any changes to its staffing structure following statutory review.

Plan	
Curriculum circulars and statutory instruments	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.
Admissions	See LEA Policy

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

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 Dawn Spiers, Marshbrook First 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.informationcommissioner.gov.uk