

WHITEHEATH JUNIOR SCHOOL



PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

| Written: | Updated on | To be reviewed |
|---------------|-------------|----------------|
| November 2014 | Summer 2023 | Summer 2025 |

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 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 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. 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/brochure* – information published in the school prospectus/brochure.
- *Governors' Documents* – information contained in governing body documents.
- *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.
- *School Website* – containing information required by all maintained schools in England from September 2012

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone or email. Contact details are set out below, or you can visit our website at www.whiteheath-jun.hillingdon.sch.uk.

Email: office@whiteheath-jun.hillingdon.sch.uk

Tel: 01895 634964

Fax: 01895 638108

Contact Address: Whiteheath Avenue, Ruislip, Middlesex. HA4 7PR

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.

4. 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 DVDs 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.

5. Classes of Information Currently Published

School Prospectus

This section sets out information published in the school prospectus.

| Class | Description |
|-------------------------------|---|
| School Prospectus/ website | <p>The contents of the school prospectus are as follows, (other items may be included in the prospectus/website 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• National Curriculum contents for each year group• the arrangements for visits to the school by prospective parents |

Governors' Annual Report and other information relating to the governing body

This section sets out information published in governing body documents.

| 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 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 | Agreed minutes of meetings of the governing body and its committees (<i>current and last full academic school year</i>) |

Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

| 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 for example homework arrangements |
| Teaching and Learning Policy and 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 |
| Relationships and Sex Education Policy | Statement of policy with regard to relationship and sex education |
| Special Education Needs and Disabilities 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's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils. |
| Equality Policy & Objectives | Statement of policy for promoting equality |
| Safeguarding and Child Protection Policy | Statement of policy for safeguarding and promoting welfare of pupils at the school. |
| Behaviour Policy | Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. |

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

School Policies and other information related to the school

This section gives access to information about policies that relate to the school in general.

| Class | Description |
|---|---|
| Published reports of Ofsted referring expressly to the school | Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character |
| Charging and Remissions Policies | A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips |
| School session times and term dates | Details of school session and dates of school terms and holidays |
| Health and Safety Policy and risk assessment | 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 Appraisal 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 Department of Education and Skills to the head teacher or governing body relating to the curriculum |
| Statutory Policy Schedule | The Clerk to Governors holds a Statutory Policy Schedule which details the policies reviewed by the Governing Body and its committees. This is also available to view on request. |

School Website

This section gives information that the school is required to publish on their website. It is reviewed annually. In addition, if requested by parents, the governing body will provide a paper copy of the information published online, without charge.

| | |
|------------------------|--|
| School contact details | School name, postal address and telephone number, along with a contact name for enquiries |
| Admissions | Either admission arrangements or information on how to access this information on the LA website |
| Ofsted reports | A copy of the school's most recent Ofsted report or a link to the report on the Ofsted website |
| Assessment results | The most recent results for the End of KS2 results, including: average progress scores in reading, writing and maths; average scaled scores in |

| | |
|-----------------------------------|---|
| | reading and maths; percentage of pupils who achieved the expected standard or above in reading, writing and maths; percentage of pupils who achieved a high level of attainment in reading, writing and maths |
| Performance tables | A link to the school and college performance tables service |
| Curriculum | Curriculum content for each year group for every subject Information of how additional information relating to the curriculum may be obtained by parents |
| Behaviour | The school policy on behaviour |
| Complaints | Details of the school's complaint's procedure |
| Pupil Premium | Details of how this will be spent How the previous year's allocation was spent and the effect of this on educational attainment of pupils for whom the funding was allocated |
| Sports premium | Details of how this will be spent How the previous year's allocation was spent and the effect of this on pupils' PE and sports participation and attainment |
| SEN | A report prepared by the school highlighting its policy for pupils with SEN and how this is being implemented |
| Governors' information and duties | Detail the structure of the governing body and its committees. Information about each governor's business and financial interests and governance roles in other schools |
| Charging and remissions policy | The school policy on charging and remissions |
| School ethos and values | A statement of the school's ethos and values |

6. 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 Headteacher.

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:

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline: 01625 545 745

Website: www.ico.org.uk