

WHITEHEATH JUNIOR SCHOOL



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

Written:	Updated on	To be reviewed
November 2014	Summer 2025	Summer 2027

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
Minutes¹ 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 and disabilities
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
SEND	A report prepared by the school highlighting its policy for pupils with SEND 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