



Claypool Primary School **Publication Scheme Information**

The governing body is responsible for maintenance of this scheme and is available under the Freedom of Information Act 2000.

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 either available for you on our website to download and print off or 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.

Aims and Objectives

At Claypool everyone is valued, inspired and nurtured on their individual journey of success. As a school we aim:

1. To be a welcoming, friendly, bright, lively and happy place where learners feel secure and enjoy growing up.
2. To be a place of personal responsibility, respect and good behaviour.
3. To provide for learners' individual physical, emotional, social, spiritual, moral and cultural needs.
4. To promote and achieve high standards for all by providing teaching of the highest quality.
5. To provide a rich and challenging curriculum based on first-hand experiences, practical learning, investigation and play.
6. To be an inclusive school, ensuring that all learners are given equality of opportunity.
7. To encourage parental and wider community involvement in all aspects of school life.
8. To be a place where individuals are encouraged, rewarded and celebrated.

This publication scheme is a means of showing how we are pursuing these aims.

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.

How to request information

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

Email: office@claypool.bolton.bolton.sch.uk

Tel: 01204 333426

Contact Address: Salisbury Road, Horwich, Bolton BL6 6LN

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

FOI requests must be fully responded within 20 (school) working days by law. The information will be provided unless the school can provide an exemption under the FOI act.

A more detailed guide to FOI exemptions is here:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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 videos 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 charge box.

Classes of Information Currently Published

Class 1		
Who we are and what we do - Organisational information, structures, location and contacts.		
Where information can be obtained	Type of Information	Charge
School Website	• The name, address and telephone number of the school, and the type of school • The names of the Head Teacher and Chair of Governors • Who's who in school • Who's who on the Governing Board and the basis of appointment	
School Website	• Admissions policy • A statement of the school's ethos and values • Details of the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils	
School Website	• Information about the school's policy on providing for pupils with special educational needs • National Curriculum assessment results for appropriate Key Stages, with national summary figures • The arrangements for visits to the school by prospective parents	

Class 2		
What we spend and how we spend it - Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits.		
Where information can be obtained	Type of Information	Charge
School Office	• Agreed minutes of meetings of the Governing Board and its committees <i>[current and last full academic school year]</i> • Audit Reports • Budget Information	

Class 3		
What our priorities are and how we are doing - Strategies and plans, performance indicators, audits, inspections and reviews		
Where information can be obtained	Type of Information	Charge
School Website Section: About Us	Performance Data	
School Website Section: About Us	Latest OFSTED report	
School Office	- Strategic Development Plan - Appraisal Policy	

Class 4		
How we make decisions - Decision making processes and records of decisions		
Where information can be obtained	Type of Information	Charge
School Office	Agendas and minutes of Governing Board meetings (this will exclude information regarded as private to the meetings).	

Class 5		
Our policies and procedures - Current written protocols, policies and procedures for delivering services and responsibilities		
Where information can be obtained	Type of Information	Charge
School Office	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	
Section: Parents – School Policies	Learning and Teaching 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	
School Website Section: Curriculum	Curriculum Information and Overview	
School Website Section: Parents – School Policies	Sex and Relationship Education Policy Statement of policy with regard to sex and relationship education	
School Website Section: Parents – School Policies	SEND Policy Information about the school's policy on providing for pupils with special educational needs	
School Website Section: Parents – School Policies	Accessibility Plan 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.	
School Website Section: Parents – School Policies	Single Equalities Policy Statement of policy for promoting race, disability and gender equality	

School Website Section: Parents – School Policies	Collective Worship Policy Statement of arrangements for the required daily act of collective worship	
School Website Section: Parents – School Policies	Safeguarding / Child Protection Policy Statement of policy for safeguarding and promoting welfare of pupils at the school	
School Website Section: Parents – School Policies	Behaviour and Motivation Policy Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	
School Website Section: Parents – School Policies or GDPR	Information Management Policy - Information security policies - Records retention, destruction and archiving. - Data Protection (including information sharing)	
School Website Section: Parents – School Policies	Charging and Remissions Policy 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 Website Section: Parents – School Policies	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	
School Website Section: Our School – complaints	Complaints procedure Statement of procedures for dealing with complaints	
School Office	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	
School Office	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	

Class 6		
Lists and Registers - Currently maintained lists and registers excluding attendance registers		
Where information can be obtained	Type of Information	Charge
School Office	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	
School Office	Asset Register	

Class 7		
The services we offer - Information about the services we offer		
Where information can be obtained	Type of Information	Charge
School Office	Extra-Curricular Activities	

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 Head Teacher.

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

Email: contact@QPCSGovernors.org

Website : www.ico.org.uk