



**Winster Primary School**  
**This is Publication Scheme**  
**of information available under the Freedom of Information Act 2000**

*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. Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and 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 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 Brochure* – information published in the school brochure.

*School Website* – information published in the School website.

*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, email, fax or letter. Contact details are set out below.

Email: [info@winster.derbyshire.sch.uk](mailto:info@winster.derbyshire.sch.uk)

Tel: 01629 650238

Contact Address: **Winster Primary School, Wensley Road, Winster, Matlock DE4 2DH**

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.

#### 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. 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 description box.

#### 6. Classes of Information Currently Published

**School Brochure** – this section sets out information published in the school brochure.

Class	Description
<b>School Brochure</b>	<p>The contents of the school brochure are as follows, (other items may be included in the brochure at the school’s discretion):</p> <ul style="list-style-type: none"><li>• the name, address and telephone number of the school, and the type of school</li><li>• the names of the head teacher and chair of governors</li><li>• information on the school policy on admissions</li><li>• a statement of the school's ethos and values</li><li>• 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</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• number of pupils on roll</li><li>• the arrangements for visits to the school by prospective parents</li></ul> <p>NB Winster School is exempt from publishing the National Curriculum assessment results for appropriate Key Stages, with national summary figures due to small numbers of pupils sitting the tests</p> <p>The school brochure will be reviewed and updated periodically.</p>

**School Website** – this section sets out information published in the school website

<b>Class</b>	<b>Description</b>
<b>General information</b>	<p>The school website will include general information about the school that will be of interest to Parents, members of the local community, and casual users.</p> <ul style="list-style-type: none"><li>• The information contained in the school prospectus</li><li>• Statutory information required by law</li><li>• Links to the school Learning Platform</li></ul>
<b>Statutory Information</b>	<p>The website will include any information required by law, or will provide information on how to find this.</p> <ul style="list-style-type: none"><li>• The name, address, and contact details of the school</li><li>• The category of the school</li><li>• The name of the Headteacher and Chair of Governors</li><li>• A statement of the school's ethos and values</li><li>• Admission arrangements</li><li>• Links to OFSTED reports</li><li>• A description of the school's Pupil Premium grant, its use and impact</li><li>• Links to school policies on behaviour, Special Educational Needs, and Charging and Remissions</li><li>• Information on the curriculum for each subject and any phonics or reading schemes in use</li></ul>
<b>Learning Platform</b>	<p>The Learning Platform is a password-protected website (with links from the school website) which contains areas for the use of current Staff, Pupils, Parents and Governors, which may include:</p> <ul style="list-style-type: none"><li>• Recent newsletters and reports to parents</li><li>• A timetable of activities in school</li><li>• Useful forms</li><li>• Governors' minutes</li><li>• School Policies</li><li>• Agendas and supporting documents for meetings</li></ul>

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
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
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 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.
Equal Opportunities policy	Statement of policy for promoting equality of opportunity and preventing discrimination on grounds of ethnicity, religion, attainment, age, disability, gender or background
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
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** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is 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 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 Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

## 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 ***the Headteacher, Winster Primary School, Wensley Road, Winster, Matlock DE4 2DH.***

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](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

**Winster Primary School**  
**Freedom of Information Publication Scheme**  
**Annex A – Further documents held by the school**

Name of Document

Absence Monitoring Policy

Acceptable Use of IT Policy for Pupils and Staff

Accessibility Plan

Admissions Policy

Adverse Weather Policy

Anti Bullying Harassment and Discrimination.

Authorised Leave of Absence Policy

Behaviour and Discipline Policy

Benchmarking Exercise

Budget Allocation Form (Annex 1)

Central record of recruitment and vetting checks

Charging Policy

Code of Conduct for Governors

Code of Conduct for Staff

Collective Worship Policy

Community Cohesion

Complaints Procedure

Confidential Reporting Code/Whistleblowing

Critical Incident Management Plan

Data Protection Policy

Dinner Money Policy

Early Years Foundation Stage Policy

Equal opportunities

Financial Limits Summary

Financial Procedures

Financial Regulations

Freedom of Information Publication Scheme and Access Policy

Governing Body Induction Pack

Governing Body Scheme of Delegation for Committees

Governing Body Skills Matrix

Governing Body Terms of Reference

Governor Visit Protocol

Governors' Allowances Policy

Grievance Procedure

Health and Safety Policy

Home-School Agreements

Homework Policy

Instrument of Government

IT Administration Policy

IT Disaster Recovery Plan

Managing Allegations of Abuse against School Staff

Marking and Feedback Policy

Maternity, Paternity, Parental and Adoption Schemes

Minutes of, and papers considered at, meetings of the Governing Body and its committees

Performance Management Policy

Premises Management documents

Professional Competence of Teachers Policy

Prospectus (website)

Rarely Cover Policy

Recruitment and Selection Policy

Redundancy Procedure

Register of Business Interests of Headteachers and Governors

Register of Pupils

Register of Pupils' Admissions to School

Return to Work Discussion Document

Risk Assessments

Roles and Responsibilities Document

Child Protection and Safeguarding Policy

Safeguarding Audit

School Financial Value Standard (SFVS)

School Improvement Plan

Sex and Relationships Education Policy

Special Educational Needs and Disability Policy

Staff Discipline Conduct and Grievance (procedures for addressing)

Staff Skills Matrix

Support Staff Review and Development Policy

Teachers' Pay Policy

Vision

Winster School Website