

Sandbank and Valley Nursery Schools Federation

Freedom of Information Policy



September 2024

Governors Policy Freedom of Information

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 published 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.

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 later in this policy.

The classes of information that we undertake to make available are organised into four broad areas:

School prospectus - information published in the school prospectus.

Governor's documents - information published in the Governors School Profile and in other governing body documents

Pupils and 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.

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: postbox@valley.walsall.sch.uk

Telephone: 01922 710518

Contact Address: Valley Nursery School, Blakenall Heath, Walsall, WS3 1HT

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

Email: postbox@sandbank.walsall.sch.uk

Telephone: 01922 710132

Contact Address: Sandbank Nursery School, Elmore Row, Bloxwich, WS3 2HR

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

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

Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we do not 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.

Classes of information Currently Published School Prospectus

The statutory contents of the school prospectus are as follows; (other items may be included in the prospectus at the schools' discretion):

- 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 schools' 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 schools' policy on providing pupils with special educational needs
- Number of pupils on roll and rates of pupils authorised and unauthorised absences

School Profile

- Details of the governing body membership, including name and address of the Chair and Clerk
- A statement on progress in implementing the action plan drawn up following an inspection
- A financial statement, including gifts made to the school and amounts paid to governors for expenses
- A description of the schools' arrangements for security of pupils, staff and the premises
- Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the new policy during the last year

- A description of the arrangements for the admission of pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
- A statement of policy on whole staff development identifying how teacher's professional development impacts on teaching and learning
- Number of pupils on roll and rates of pupils authorised and unauthorised absence
- National curriculum assessment results for appropriate key stages, with national summary figures
- A statement of the extent to which proposals in the post-inspection action plan have to be carried into effect.

Instrument of Government

- 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 anybody 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 meeting the governing body and its committees

Agreed minutes of the governing body and its committees (current and last full academic school year) unless there is a requirement that these are confidential.

Pupils & Curriculum Policies

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

Curriculum

Early Years Foundation Stage(EYFS)

Pupils:

Administration of medications; Admissions; Anti- Bullying; Attendance; Behaviour; Child Protection; Home Visits; Inclusion; Moral Development; Pupil Welfare; Racial Equality; School Uniform; Spiritual Development.

School Policies and other information related to the school

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

Published reports of Ofsted referring expressly to the school and Section 23

Published report of the last inspection of the school and the summary of the report 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

School Session times and term dates

Details of school session times 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 of 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 administration memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum

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: publication@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

