

# Coppermill Primary School



## Publication Scheme

(Information available under the Freedom of Information Act, 2000)

Ratified by the Resources Committee on: 6 July 2017

To be reviewed: Every 3 years

Next review: Summer 2020

## **Introduction: What a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 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 from the Main Office.

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 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* – information published in the school prospectus.

*Governors' Documents* – information published 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.

## **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:** [admin@coppermill.waltham.sch.uk](mailto:admin@coppermill.waltham.sch.uk)

**Tel:** 020 8520 6267

Edward Road, Walthamstow

London E17 6PB

Much of the information is already on our website and additions are being made all the time.

**Website:** [www.coppermillprimary.co.uk](http://www.coppermillprimary.co.uk)

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 [and isn’t 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 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.

## **Classes of Information Currently Published**

**School Prospectus** – this section sets out information published in the school prospectus.

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus 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 name of the Headteacher</li> <li>• the school’s mission statement</li> <li>• number of classes in each year level</li> <li>• timings</li> <li>• attendance and punctuality</li> <li>• breakfast club and Tea Time club</li> <li>• medical arrangements</li> <li>• lunches</li> <li>• free school meals procedures</li> <li>• school uniform expectations</li> <li>• child protection and safeguarding</li> <li>• rules on children’s possessions</li> <li>• behaviour</li> <li>• school trips</li> </ul>

<b>Minutes<sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees [ <i>current and last full academic school year</i> ]
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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

**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>
<b>Home – school agreement</b>	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
<b>Curriculum coverage</b>	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
<b>SRE Policy</b>	Statement of policy with regard to sex and relationship education
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>Accessibility Policy</b>	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.
<b>Equal opportunities policy statement</b>	Statement of policy for promoting equality
<b>Collective Worship Policy</b>	Statement of arrangements for the required daily act of collective worship
<b>Child Protection Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school.
<b>Behaviour Policy</b>	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>Published reports of Ofsted referring expressly to the school</b>	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
<b>Charging Policy</b>	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
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays
<b>Health and Safety Policy and risk assessment</b>	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
<b>Complaints Policy</b>	Statement of procedures for dealing with complaints

<b>Performance Management of Staff</b>	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
<b>Curriculum circulars and statutory instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or governing body relating to the curriculum
<b>Other documents</b>	Other documents are held by the school and are available on request

## 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 a member of the Senior Leadership Team.

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)**