



Rushton CE (VC) Primary School

Happy Learning Together

www.rushton.staffs.sch.uk

Freedom of Information - Publication Scheme

Committee	Full Govs
Approved by Governors	March 18
Review Date	May 18
Cycle	Annual

This is the Publication Scheme of Rushton CE (VC) Primary School, which outlines information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

Introduction

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 categories 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.

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.

The classes of information that we undertake to make available are organised into three categories:

- **School Website** – information that must be published on the school website by law;
- **Governance Documents** – information published in relation to the role and activities of the governing body;
- **Policies, procedures and other documents** – items required by educational law and other legislation.

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 as follows:

Rushton CE (VC)

Primary School

Sugar Street

Rushton Spencer

Macclesfield

SK11 0SG

Tel: 01260 226303

E-mail: office@rushton.staffs.sch.uk

Web: www.rushton.staffs.sch.uk

To help us process your request quickly, please clearly mark any correspondence **Publication Scheme Request**. 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 description box.

Published Information

School Website

Every maintained school must publish specific information on its website to comply with The School Information (England) (Amendment) Regulations 2012. The following information is published on our website in fulfillment of these requirements:

- School contact details
- Admission
- Ofsted reports
- Key Stage 2 (KS2) results
- Performance tables
- Curriculum Information
- Behaviour policy
- Pupil premium information
- PE and Sport Premium information
- Special educational needs (SEN) report
- Charging and remissions policies
- Values and ethos

- **Governance Documents**
- 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 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

- Minutes of meeting of the governing body and its committees

- **Policies, procedures and other documents**
- Statutory policies required by education legislation:
 - Capability of staff
 - Charging and remissions
 - School behaviour
 - Sex education
 - Special educational needs
 - Teacher appraisal
 - Teachers' pay
- Statutory policies required by other legislation, which impact particularly on schools:
 - Data protection
 - Health and safety
 - Other statutory documents
 - Admissions arrangements
 - Accessibility plan
 - Behaviour principles written statement
 - Central record of recruitment and vetting checks
 - Complaints procedure statement
 - Freedom of Information
 - Governors' allowances (schemes for paying)
 - Home-school agreement document
 - Instrument of government
- Minutes of, and papers considered at, meetings of the governing body and its committees
- Premises management documents
- Equality information and objectives (public sector equality duty) statement for publication
- School information published on a website
- Register of business interests of headteachers and governors
- Register of pupils' admission to school
- Register of pupils' attendance
- Staff discipline, conduct and grievance (procedures for addressing)
- Documents referenced in statutory guidance
- Child protection policy and procedures
- Early Years Foundation Stage (EYFS)
- Statement of procedures for dealing with allegations of abuse against staff
- Supporting pupils with medical conditions

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:
Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk