



Fairstead Governing Body Publication Scheme

Date approved - 3rd February 2015

Date to be reviewed - See Policy Review Checklist

This Scheme conforms to the model scheme for schools approved by the Information Commissioner

Requests for any documents must be addressed to the Headteacher who is responsible for the 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 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.

2. Categories of information published

The 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 5.

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

- **Who we are and what we do**
- **What we spend and how we spend it**
- **What our priorities are and how we are doing**

- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the Scheme and isn't on our website, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: office@fairstead.norfolk.sch.uk

Tel: **01553 774666**

Contact Address: Fairstead Primary & Nursery School,
William Booth Road,
Fairstead,
Kings Lynn
PE30 4RR

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

4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise. 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.

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.

5. Classes of Information Currently Published

Class 1 – Who we are and what we do	How the information can be obtained
<ul style="list-style-type: none"> • The name, address (postal and e-mail), telephone number and website of the School, and the type of School • The name of the Headteacher and Chair of Governors • Information about admissions. • A statement of the School's ethos and values. • Details of the School session times and school terms and holidays • 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 School's policy on providing for pupils with special educational needs. • Number of pupils on roll and rates of pupils' authorised and unauthorised absences. • National Curriculum assessment results for appropriate Key Stages, with national summary figures. • The name of the School. • The category of the School. • The name of the governing body. • The names and contact details of governors • The manner in which the governing body is constituted. • The name of any body entitled to appoint any category of governor. • The date the instrument takes effect. 	<p>Hard copy available from the school</p> <p>School website www.fairstead.norfolk.sch.uk</p> <p>Norfolk Schools website www.esinet.norfolk.gov.uk/schoolfinder</p>

Class 2 – What we spend and how we spend it	How the information can be obtained
<p>Available budget information includes:-</p> <ul style="list-style-type: none"> • Details of the Schools income and spending (capital and revenue) detailing the sources of funding • Details of the procurement and contracting arrangements • Staff pay policy • Staff and grading structure • Governors allowances 	<p>Hard copy available from the school</p> <p>Norfolk Schools Finance http://efs.norfolk.gov.uk</p> <p>School website</p>

Class 3 - What our priorities are and how we are doing	How the information can be obtained
<ul style="list-style-type: none"> • Current School Improvement and Development Plan • 3 Year budget plan • Premises Development plan • DFE and Local Authority performance data relating to the School • Headteacher monitoring reports submitted to the Governing body at each of its meetings • Reports from external advisers and OFsted 	<p>Hard copy available from the school or school website</p> <p>Ofsted website</p>

Class 4 - How we make decisions	How the information can be obtained
<ul style="list-style-type: none"> • Governing body - agendas, papers and minutes of governing body meetings (with the secreation of documents determined to be treated as confidential) • Admissions - The Local Authorities Admissions policy for schools 	<p>Hard copy available from the school</p> <p>http://www.norfolk.gov.uk/childrens_services/schools/school_admissions/index.htm</p>

Class 5 - Our policies and procedures	How the information can be obtained
<ul style="list-style-type: none"> • The policies and procedures covered by this topic area are listed in Annex 1 	<p>Hard copy available from the school or school website</p>

Class 6 - Lists and Registers	How the information can be obtained
<ul style="list-style-type: none"> • Educational circulars and relevant legislation concerning the curriculum • Any registers which the School is legally obliged to keep and make available to the public • A register of Capital Assets 	<p>Hard copy available from the school or school website</p>

Class 7 - The services we offer	How the information can be obtained
<ul style="list-style-type: none"> • Details of out of school hours activities/extra curricular • School publications (e.g. guidance leaflets/newsletters) 	<p>Hard copy available from the school or school website</p>

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the Scheme. If you want to make any comments about it if you require further assistance or need 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

Or

Enquiry/Information Line: 0303 123 1113 or 01625 545 745

FAIRSTEAD COMMUNITY PRIMARY AND NURSERY SCHOOL

GOVERNING BODY

POLICY REVIEW CHECK LIST (Updated 16.10.14)

Name of policy	Date last reviewed	Next review	Review period
After School Clubs	26.3.13	Spring 2016	3 years
Anti-bullying	11.6.12	Summer 2015	3 years
Assessment	03.06.14	Summer 2017	3 years
Attendance	03.06.14	Summer 2017	3 years
Bad Debt	23.09.14	Autumn 2015	Annual
Behaviour	11.6.12	Summer 2015	3 years
Breakfast Club	26.3.13	Spring 2016	3 years
Charging and Remissions	23.09.14	Autumn 2015	Annual
Collective Worship	3.2.15	Spring 2018	3 years
Complaints	03.06.14	Summer 2017	3 years
Confidentiality	03.06.14	Summer 2017	3 years
Curriculum	16.7.12	Summer 2015	3 years
Data Protection	03.02.15	Spring 2018	3 years
Drugs Education	15.07.14	Summer 2017	3 years
E.Safety	17.7.13	Summer 2016	3 years
Educational visits	17.7.13	Summer 2016	3 years
English as an additional language	11.6.12	Summer 2015	3 years
Finance	09.12.14	Autumn 2015	Annual
Finance Whistleblowing	09.12.14	Autumn 2015	Annual
First Aid	23.09.14	Autumn 2017	3 years
Food	25.02.14	Spring 2017	3 years
More Able	23.09.14	Autumn 2017	3 years
Governors' allowances	25.02.14	Spring 2017	3 years
Governors' school visits	25.02.14	Autumn 2017	3 years
Health and Safety	09.12.14	Autumn 2015	Annual
Home School Agreement	10.12.13	Autumn 2016	3 years
Homework	10.12.13	Autumn 2016	3 years
Intimate Care	15.07.14	Summer 2017	3 years
Lettings	09.12.14	Autumn 2015	Annual
Marking and Feedback	16.07.12	Summer 2015	3 years
Medicines in Schools	26.03.12	Spring 2015	3 years
Positive Handling	25.03.14	Spring 2015	Annual
Publication Scheme	03.02.15	Spring 2018	3 years
Redundant Equipment	23.09.14	Autumn 2015	Annual
Safeguarding and Child Protection	23.03.14	Spring 2015	Annual
Sex and Relationships	15.07.14	Summer 2017	3 years
Single Equality Policy	25.02.14	Spring 2017	3 years
Staff Standards of Conduct and Behaviour	26.3.12	Spring 2015	3 years
Special Educational Needs	25.09.14	Autumn 2015	Annual
Teachers' Pay Polly	23.09.14	Autumn 2015	Annual
Teachers' Performance and Appraisal	08.10.13	Summer 2015	Annual
Teaching and Learning	16.7.12	Summer 2015	3 years
Whistleblowing	15.07.14	Summer 2017	3 years

Staffing Policies	A wide range of staffing policies have been devised by the Local Authority in consultation with staff unions and other interested bodies. On the 11 th July 2011 the governing body agreed to adopt these policies for use in school save for any policies specifically included in this file – See Norfolk County Council PeopleNet www.schoolspeoplenet.norfolk.gov.uk/HR-Resources/index.htm
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This review timetable was approved by the governing body on the 19th September 2011.

The review dates shown above countermand any ‘next review dates shown in particular policies