

LETHBRIDGE PRIMARY SCHOOL

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

PUBLICATION SCHEME ON 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 (FOIA) 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 on our website: www.lethbridgeprimary.co.uk or 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. School Vision, Aims and Objectives

Live, learn and achieve at Lethbridge!

Our GOAL:

At Lethbridge we will connect with the world Globally by:

- Working well with other schools and other parts of education
- Making sure our school is a real part of the community of Old Town
- Connecting with other schools in Swindon, the UK and in other countries
- Understanding the environment and the importance of looking after it

At Lethbridge we value Ourselves by

- Taking responsibility for our own behaviour
- Having high expectations of ourselves so that we can enjoy and achieve all that we can
- Understanding how to stay safe and healthy
- Reflecting on our strengths and celebrating our uniqueness
- Using our key skills to prepare us for now and in the future

At Lethbridge we expect that All of us will:

- Treat each other with respect
- Appreciate others and make sure everyone has a fair chance no matter who they are

- Encourage and celebrate everyone's talents and achievements
- Understand that we all have a responsibility to look after each other
- Share information and concerns when it is right to do so
- Make sure the school is a safe and secure place
- Make sure the school is the best it can be through an uncompromising drive for improvement

At Lethbridge we help everyone to Learn by:

- Giving everyone a fair chance to learn and do their best so all groups of children flourish
- Making learning exciting, challenging, engaging and memorable
- Giving everyone the skills to learn for now and for the future, focusing on reading, literacy and numeracy
- Learning to work together and co-operate

This is our G O A L

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 Prospectus:*** information published in the school prospectus
- ***Governors' Documents:*** information published in the Governors' Annual Report and in other 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

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by e-mail or letter. Contact details for Lethbridge Primary School are set out below:

Email: admin@lethbridgeprimary.co.uk

Address: Lethbridge Road, Swindon. SN1 4BY

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 and is not on our website, 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 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 (5p per sheet). We will respond to requests for information within one week of receiving the request.

6. Classes of Information currently published

School Prospectus: this section sets out information published in the school prospectus:

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

- The name, address and telephone number of the school and the type of school.
- The names of the Headteacher and Chair of Governors.
- Information on the school policy on admissions.
- A statement of the school's 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.
- 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 arrangements for visits to the school by prospective parents (published in the LEA information booklet to parents).
- The number of places for pupils of normal age of entry in the preceding school year.

Governors' Annual Report and other information relating to the Governing Body: this section sets out information published in the Governors' Annual Report and in other Governing Body documents:

- **Governors' Annual Report:** this is a statutory requirement for Academy schools. A financial summary is part of this report, as well as a reflection on the successes of the school.
- **Instrument of Government:** Lethbridge Primary School's Instrument of Government is available for inspection upon request. This records the names and category of the school and the name and constitution of its governing body.
- **Governing Body:** the names and contact details of the governors are available on the website or on request from the school office.
- **Minutes of Meetings of the Governing Body and its Committees:** Agreed minutes of the governing body and its committees (current and last full academic school year). NB Some information might be confidential or otherwise exempt from publication by law which we cannot therefore publish.
- **Financial Information:**
 - A financial summary is given each year as part of the Annual Report to Parents. This is put onto the website.
 - The Finance & Staffing Committee monitors monthly spending figures in all areas of the budget and makes decisions about how larger amounts of money should be spent. These meetings are minuted and are available on request.

- The Finance & Staffing Committee reviews the school's 'Pay Policy' every year. This is available on request.
- Details of our full staffing structure, including classes assigned to teachers, are on our website, as well as our teaching support, admin and caretaking staff.
- Asset register.
- **School Performance:** the following information is available on our website or on request:
 - Latest Ofsted report.
 - Performance Data of the school compared to national figures.
 - Performance Management Policy.
 - Copies of the Head teachers reports on the progress the school is making This matches the priorities of the School Development Plan.
 - Child Protection and Safeguarding Policy.
 - Disclosure logs. All requests are logged by the school administration staff.

Pupils & Curriculum Policies: this section gives access to information about policies that relate to pupils and the school curriculum. Specific policies required by law are listed below. We have other policies published on our website and available on request.

- **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 e.g. homework arrangements.
- **Curriculum Policy:** Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
- **Sex Education Policy:** Statement of policy with regard to sex and relationship education.
- **Special Educational Needs Policy:** Information about the school's policy on providing for pupils with special educational needs.
- **Accessibility Plan:** 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.
- **Race Equality Policy:** Statement of policy for promoting race equality.
- **Collective Worship Policy:** Statement of arrangements for the required daily act of collective worship.
- **Child Protection and Safeguarding Policy:** Statement of policy for safeguarding and promoting welfare of pupils at the school.
- **Behaviour and Anti-bullying Policies:** Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

School Polices and other information related to the school: this section gives access to information about polices that relate to the school in general.

- **Charging and Remissions Policy:** 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 events, music tuition, trips.

- **School Session times and term dates:** Details of school session and dates of school terms and holidays, as published on the website. This information is also given out to parents at the end of each school year.
- **Health & Safety Policy and Risk Assessment:** Statement of general policy with respect of Health & 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.
- **Staff Conduct, Discipline and Grievance:** The governors of Lethbridge Primary School have adopted Swindon Borough Council's Policies on Staff Conduct, Discipline and Grievance.
- **Curriculum Circulars and Statutory Instruments:** 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 are available for inspection upon request.
- **Services:** Information about breakfast club, extra-curricular clubs, newsletters are all placed on our website and are sent out to parents.

***Approved by Governors March 2017
To be reviewed March 2019***