

St Lawrence C of E (Aided) Junior School

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 (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 publication 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.

2. Aims and Objectives

The aims and philosophy of the school are as follows:

- We provide an education which has its foundation in Christian beliefs and values and children are taught about the Christian faith
- We seek to develop a caring ethos, which gives children opportunities for caring and serving others.
- At St. Lawrence we believe that we need to prepare – children for life in today's communities and therefore seek to give them an understanding of the broad nature of our multi-racial society.
- We prepare and plan our work so that we can effectively assess our pupils progress and developing of skills and learning in all aspects of the school curriculum.
- We give a high priority to literacy, not only at basic levels but in extending children's literacy skills.

- We have a strong commitment to the partnership with parents in the education process.
- We welcome children of other faiths and expect all our pupils to learn at first hand tolerance for the religious beliefs and observances of others.

and 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 copy 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@stlawrence-junior.surrey.sch.uk

Tel: 020 8941 0846

Fax: 020 8941 7651

Contact Address:

The Governors, St.Lawrence C of E. (Aided) Junior School, Church Road, East Molesey, Surrey, KT8 9DR.

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

5. Paying for information

The cost will be calculated on a case by case basis dependent on photocopying, postage etc. We will let you know the cost before fulfilling your request.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus	<p>The statutory content 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"> • 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 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 • 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 (listed separately on the school website) • the arrangements for visits to the school by prospective parents <p>Other information currently published in our prospectus includes</p> <ul style="list-style-type: none"> • quotes from the Ofsted inspections • the aims of the curriculum of the school and further details by subject • homework, reports and parent consultation arrangements • pastoral care, safety and welfare, behaviour and discipline details and child collection arrangements • school uniform, absence and attendance' and charging policies • school hours and lunch arrangements • residential visits and clubs • voluntary school fund and parent teacher association • complaints procedure • a full list of all school staff • admission forms

Information relating to the governing body- this section sets out information published in governing body documents.

Class	Description
Instrument of Government	<p>The current instrument of government includes the following information</p> <ul style="list-style-type: none"> • 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 ie the categories and number of governors

	<ul style="list-style-type: none"> • the term of office of each category of governor if less than 4 years • the names of all bodies entitled to appoint any category of governor • the ethos of the school • the date the instrument took effect
Minutes of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees (Part 1 only):</p> <p>NB Minutes are only published after approval at subsequent meetings of the governing body.</p>

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.

Class	Description
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’ for example, home 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 Education Needs Policy	Information about the school’s policy on providing for pupils with special educational needs.
Accessibility Plans	Plan for increasing participation of disabled pupils in the school’s curriculum, improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality.
Collective worship	Statement of arrangements for the required daily act of collective worship.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher 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.

Class	Description
Published reports of Ofsted referring expressly to the school	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.

Post-Ofsted inspection action Plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character. This information is contained in the current School Improvement Plan.
Charging and Remissions Policies	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.
School session times and term dates	Details of schools session 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 organization and arrangements for carrying out the policy
Complaints	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct	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	Ant statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum

7. 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 at the address shown in section 4 above.

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 (in relation to the Freedom of Information Act 2000 and this scheme 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

Reviewed: January 2018

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