

**This is Crosshall Infant School's 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 have produced 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.

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

At Crosshall Infant School we believe that every child matters. To achieve this we:

- Promote positive partnership with parents and the community
- Develop confident independent learners, and successful, healthy and responsible citizens
- Foster trust, support, consideration and respect for all
- Have high expectations, strive for excellence and enable the children to achieve their potential
- Promote equal opportunities
- Provide a challenging, stimulating, safe and secure environment
- Work together as a team

- Provide enjoyable learning opportunities to promote learning through first hand experience

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.
- *School Profile and other information relating to the governing body* - information published in the School Profile and in other governing body documents.
- *Pupils and 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 telephone, email, fax or letter. Contact details are set out below or you can visit our website at crosshallinfant.co.uk

Email: info@crosshallinfant.co.uk

Tel: (01480)475980

Fax: (01480) 404792

Contact Address: 446 Great North Road, Eaton Ford, St. Neots Cambridgeshire, PE19 7GG.

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.

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 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.

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 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"> • 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 • the arrangements for visits to the school by prospective parents • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist

	access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
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School Profile and other information relating to the governing body- this section sets out information published in the School Profile and in other governing body documents.

Class	Description
School Profile	<p>The contents of the School Profile include:</p> <ul style="list-style-type: none"> • Government supplied performance data • Summary of latest Ofsted report • details of our successes • information about what we are trying to improve • data showing how our results have changed over time • details about how we ensure that every child gets teaching to meet their individual needs • feedback from pupils about the school and what we have done as a result • information about how we make sure our pupils are healthy, safe and well supported • facts about the activities and options available to pupils • details of how we are working with parents and the community • information regarding what pupils do after leaving this school and
Instrument of Government	<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 • 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
Governing body details	The names and contact details of the governors are available and information relating to the basis on which they have been appointed.

Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last 3 full academic school years]</i>
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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 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 and Relationships 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 Policy	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.
Equality and Diversity Policy	Statement of policy for promoting equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Safeguarding and Child Protection Policy and every Child matters	Statement of policy for safeguarding and promoting welfare of pupils at the school, in compliance with any guidance issues by the Secretary of State. The contribution of the school to the Every Child matters outcomes.
Behaviour policy and Anti Bullying policy **	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.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form ¹	A statement of the governing body's evaluation of the school's performance.
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 publications, music tuition, trips
Governor Allowances policy	Statement of the Governing Body's policy regarding allowances and expenses that can be claimed or incurred.
Annual budget plan and financial statements, capital funding, additional funding, procurement and projects	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.
Asset register	Capital assets register.
School session times and term dates	Details of school session and dates of school terms and holidays
Office Procedures	Includes information re security policies, record retention, destruction and archive policies and data protection policies.

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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 organisation and arrangements for carrying out the policy
Complaints procedure	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, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Schools future plans	Statement of any major proposals for the future of the school.
Recruitment and selection policy	Statement of the school's policy relating to the recruitment and selection of staff
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum circulars and statutory instruments	Any 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
Admissions Policy	Statement of the school's policy on and procedures for admissions, including the right of appeal.
Every Child Matters/ child protection	
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

[** Information available on our website]

[Our website is at Crosshallinfant.co.uk]

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:

Mrs Deborah James
Headteacher
Crosshall Infant School
446 Great North Road
Eaton Ford
St. Neots
PE19 7GG

Fax: (01480) 404792

Email: info@crosshallinfant.co.uk

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.

Website : www.informationcommissioner.gov.uk

Crosshall Infant School

Freedom of Information Publication Scheme

Annex A - Further documents held by the school

Name of Document	Description
Curriculum policies	Covering Art, Design Technology, English, Geography, History, Homework, ICT, Maths, Music, Physical Activity, Physical Education, Personal, Social, Health and Citizenship Education (PSHCE), Religious Education, Science