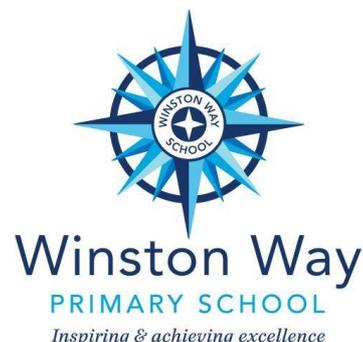


GOVERNING BODY'S PUBLICATION SCHEME POLICY

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 (hereinafter referred to as FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this the Governing Body is required produce a publication scheme, setting out:

- The classes of information which it publishes or intends 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 this publication scheme is available on the school's website for downloading, printing or available in paper form.

Some information might be confidential, e.g. personal information, or otherwise exempt from the publication by law and, therefore, cannot be published.

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

2. Aims

The school aims to:

- Develop healthy, happy children who are able to form positive relationships.
- Empower children by giving them the essential life skills of communication, literacy, numeracy and technology.
- Encourage children to aim high, having high expectations and aspirations of themselves.
- Provide an enriched, creative, inspiring curriculum in a stimulating environment.
- Develop children's confidence and skills to become independent learners who make independent choices.
- Develop children's sense of respect, tolerance, responsibility and belonging to the school community by celebrating and utilising the cultural and religious diversity of the local area.

3. Categories of information published.

The publication scheme guides you to information which is currently published (or has recently been published) or which will be published in the future. This is split into categories of information, known as 'classes.' See section 6.

The classes of information available are organised into four broad topic areas:

- School Prospectus
- Governing Body Documents
- Pupils and the curriculum
- School Policies and other relevant information

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 the website at: www.winstonwayschool.co.uk

E-mail: admin@winstonway.redbridge.sch.uk

Tel: 020 8478 5626

Fax: 020 8478 3027

Address: Winston Way Primary School, Winston Way, Ilford, IG1 2WS

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 isn't available (and isn't on the website), you can still contact the school to ask if it is available.

5. Paying for information

Information published on the website is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access the 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 requires 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.

6.1 School Prospectus

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

- the name, address and telephone number of the school and the type of school
- the names of the Headteacher and Chair of the Governing Body
- the school's Admissions' Policy

- 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
- the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

6.2 Governing Body's Documents

These include:

- members of the Governing Body and their categories of membership,
- clearly identifying the Chair, Vice Chair and Clerk
- statement on progress in implementing the action plan drawn up following an inspection (if any)
- financial statement, including gifts made to the school and amounts paid to Governors for expenses
- description of the school's arrangements for security of pupils staff and the premises
- 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
- description of the arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils.
- 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
- accessibility plan covering future policies for increasing access by those with disabilities to the school
- statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate key stages, with national summary figures

Instrument of Government

- name of the school
- category of the school
- name of the Governing Body
- manner in which the Governing Body is constituted
- term of office of each category of Governor if less than 4 years
- name of anybody entitled to appoint any category of governor

- date the instrument takes effect

Minutes of Meetings of the Governing Body and its Committees

- agreed (non-confidential) Minutes of meetings of the Governing Body and its Committee(s) (for the current and last full academic year).

6.3 Pupils and the Curriculum

Home – School Agreement: Statement of the school’s aims and values, its responsibilities, parental responsibilities and the school’s expectations of its pupils, e.g. homework arrangements

Curriculum Policy: Statement on the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses

Student Discipline

Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying

6.4 School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Sex and Relationship Education (SRE) Policy: Statement with regard to sex and relationship education

Special Educational Needs & Disability (SEND) Policy: Information about the school's policy on providing for pupils with special educational need and those with disabilities

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 and maintaining racial and community cohesion

Child Protection Policy: Statement for safeguarding and promoting the welfare of pupils

Published reports referring expressly to the school, e.g. most recent Ofsted Inspection Report

Post Ofsted Inspection Action Plan: A plan setting out the actions required following the last Ofsted inspection. (£ - a charge for copying will apply).

Charging and Remissions Policy: A statement with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, e.g. school publications, music tuition, trips

School session times and term dates

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 Headteacher 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

Curriculum Circulars and Statutory Instruments: Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education (DfE) to the Headteacher or Governing Body relating to the curriculum. (£ - a charge for copying will apply).