



The governing body is responsible for maintenance of this scheme.

### **Introduction: what a publication scheme is and why it had 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.

### **Aims and objectives**

The School aims to:

- ✓ enable every child to fulfil their learning potential, with education that meets the needs of each and every child
- ✓ help every child develop the skills, knowledge and personal qualities needed for life and work

and this publication scheme is a means of showing how we are pursuing these aims.

### **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.

**Governor's Documents** – information published in the Governors' Reports in the school newsletter, on the school website and in other governing body documents. A Public Access file is held in the Head Teacher's office.

**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.

### **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 or letter. Contact details are set out below.

Email: [admin@barningham.suffolk.sch.uk](mailto:admin@barningham.suffolk.sch.uk)

Tel: 01359 221297

Contact Address: Barningham CEVCP School

Church Road  
Barningham  
Bury St Edmunds  
Suffolk IP31 1DD

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 you can still contact the school to ask if we have it.

### **Paying for information**

Single copies of information covered by this publication are provided free unless stated otherwise in section 6.

### **Classes of Information Currently Published**

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

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows:</p> <ul style="list-style-type: none"> <li>✓ the name, address and telephone number of the school, and the type of school</li> <li>✓ the names of the Head Teacher and Chair of Governors</li> <li>✓ information on the school policy on admissions</li> <li>✓ a statement of the school's ethos and values</li> <li>✓ 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 these pupils</li> <li>✓ information about the school's policy on providing for pupils with special educational needs</li> <li>✓ number of pupils on rolls and rates of pupils' authorised and unauthorised absences</li> <li>✓ National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>✓ the arrangements for visits to the school by prospective parents</li> </ul>

**Information relating to the governing body** – this section sets out information published in various governing body documents.

Class	Description
<b>Governors' Documents</b>	<ul style="list-style-type: none"> <li>✓ details of the Governing Body membership are found on the Governors' page of the school website</li> <li>✓ all school policies are found on the school website and paper copies are kept in the school</li> <li>✓ items about Governors are published in the school Newsletter</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>✓ The name of the school</li> <li>✓ The category of the school</li> <li>✓ The name of the governing body</li> <li>✓ The manner in which the governing body is constituted</li> <li>✓ The term of office of each category of governor if less than 4 years</li> <li>✓ The name of any body entitled to appoint any category of governor</li> <li>✓ Details of any trust</li> <li>✓ If the school has a religious character, a description of the ethos</li> <li>✓ The date the instrument takes effect</li> </ul>
<b>Minutes of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

**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 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 Plans	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	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
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**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
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 school session and dates of school terms and holidays – this information is included in the school prospectus and is also circulated on the first newsletter of each academic year
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
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
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

### **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: Head Teacher or Chair of Governors (see complaints section of prospectus)

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**

**Enquiry/Information Line: 01625 545 700**  
**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**  
**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

**Barningham CEVC SCHOOL**  
**Freedom of Information Publication Scheme**  
**Annex A – Further documents held by the school**

Name of Document	Type
Admission Policy	Aspect Policy
Attendance Policy	Aspect Policy

Bad Debts Policy	Aspect Policy
Charging & Remissions Policy	Aspect Policy
Child Protection	Aspect Policy
Collective Worship Policy	Aspect Policy
Educational Visits Policy	Aspect Policy
Health, Safety, Welfare & Risk Management Policy	Aspect Policy
Managing Critical Incidents Policy	Aspect Policy
Safeguarding Children Policy	Aspect Policy
Multi-Cultural Policy	Aspect Policy
Performance Management Policy	Aspect Policy
Pupil Behaviour & Discipline Policy	Aspect Policy
Purchasing of Goods & Services Policy	Aspect Policy
Racial Equality Policy	Aspect Policy
Redundant Equipment Policy	Aspect Policy
Performance Pay & Funding Policy	Aspect Policy
Restraint Policy	Aspect Policy

<b>Name of Document</b>	<b>Type</b>
Art	Curriculum
Assessment	Curriculum
Design & Technology	Curriculum
Drugs	Curriculum
Literacy	Curriculum
Equal Opportunities	Curriculum
Geography	Curriculum
History	Curriculum
Homework	Curriculum
Information & Communications Technology (ICT)	Curriculum
Learning & Teaching	Curriculum
Music	Curriculum
Maths	Curriculum
PHSCE & Citizenship	Curriculum
Physical Education	Curriculum
A, G & T	Curriculum
Religious Education	Curriculum
Science	Curriculum
Continuing Professional Development	Curriculum

**Table of classes with supporting reference to the legal requirement**

School Prospectus	Education (School Information) (England) Regulations 2002 [SI 2000/2897]
Governors Annual Report	Education (Governors Annual Report) (England) Regulations 1999 [SI 1999/2157, amended by SI 2002/1171]
Instrument of Government	School Governance (Constitution) (England) Regulations 2003 [SI 2003/348, amended by SI 2003/1916]
Minutes of meetings of the GB	School Governance (Procedures) (England) Regulations 2003 [SI 2003/1377,

and its committees	amended by SI 2003/1916]
Home-School agreement	Section 110 of the School Standards and Framework Act 1998
Curriculum Policy	Education (School Governance) (Terms of Reference) (England) Regulations 2000 [SI 2000/2122] Section 69 of the school Standards and Framework Act 1998
Sex & Relationships Education Policy	Section 404 of the Education Act 1996
Special Educational Needs Policy	Education (Special Educational Needs) (Information) (England) Regulations 1999 [SI 1999/2506] SEN Code of Practice 2001 [Ref DfES/581/2001]
Accessibility Plan	Section 28D of the Disability Discrimination Act 1995
Race Equality Policy	Race Regulations Act 1976 (Statutory Duties) Order 2001 [SI 2001/3458]
Arrangements for Collective Worship	Section 70 and Schedule 20 School Standards and Framework Act 1998
Careers Education	Section 43 of the Education Act 1997
Child Protection Policy	Section 175 of the Education Act 2002 (from March 2004)
Pupil Discipline	Section 61 School Standards and Framework Act 1998
Published reports of Ofsted Inspections and post inspection action plan	Sections 16 & 17 of the School Inspections act 1996 Education School Curriculum and Related Information Regulations 1989 [SI 1989/954]
Charging and Remissions Policy	Section 457 of the Education Act 1996
School session times and term dates	Education (School Session and Charges and Remissions policies) (Information) (England) Regulations 1999 [SI 1999/2255] Education (School Curriculum and Related Information) Regulations 1989 [SI 1989/954]
Health and Safety Policy and risk assessment	Section 2 & 3 of the Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 [SI 1999/3242]
Complaints procedure	Section 29 of the Education Act 2002
Performance Management of staff (Appraisal)	Education (School Government) (Terms of Reference) (England) Regulations 2000 [SI 2000/2122] Education (School Teacher Appraisal) (England) Regulations 2001 [SI 2001/2855]
Staff Conduct, Discipline and Grievance	School Staffing (England) Regulations 2003 [SI 2003/1963]
Curriculum circulars and statutory instruments	Education (School Curriculum and Related Information) regulations 1989 [SI 1989/954]