

# Halfway Nursery Infant School



# Freedom of information Policy

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Date Policy accepted:	
Date of Next Review:	November 2021
Signed (Headteacher)	
Signed (Chair of Governors)	
Minute Number	

# HALFWAY NURSERY INFANT SCHOOL

## Publication Scheme on information available under the Freedom of Information Act

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 (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 either available for you on our website to download and print off or is available in paper form from the school.

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 school aims to:

**C**are for the children we teach, challenge them to achieve their goals and celebrate all their efforts and achievements.

**H**arness an atmosphere of harmony, happiness and friendship throughout school.

**I**nspire children through an innovative and creative curriculum which encompasses outstanding teaching.

**L**earn together and work as a team.

**D**evelop high self esteem and high expectations within every child.

**R**espect the values and beliefs of every member of our learning community and the wider world.

**E**ngage, enthuse and excite children in a safe, but stimulating environment.

**N**urture the needs and talents of every single child to ensure they learn, succeed and achieve at Halfway Nursery Infants!

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, 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:

1. School Prospectus – information published in the school prospectus.
2. Governors’ Documents – information published in governing body documents.
3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum, available on the school website and, on request, in hard copy.
4. School Policies and other information related to the school - information about policies that relate to the school in general, available on the school website and, on request, in hard copy.

**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:

Halfway Nursery Infant School  
 Station Road  
 Halfway  
 Sheffield  
 S20 3GU  
 School Tel: 0114 2482360 / 2472402  
 Fax: 0114 2482360  
 Email: enquiries@halfway-inf.sheffield.sch.uk

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.

**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"> <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 those pupils</li> <li>information about the school's policy on providing for pupils with special educational needs</li> <li>number of pupils on roll 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>

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.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> <li>details of the governing body membership, including name and address of chair and clerk</li> <li>a statement on progress in implementing the action plan drawn up following an inspection</li> <li>a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>a description of the school's arrangements for security of pupils staff and the premises</li> <li>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</li> <li>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;</li> <li>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</li> <li>a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li> </ul>
Instrument of Government	<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>
Minutes <sup>1</sup> of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]</p>

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<sup>1</sup> 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 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 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 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 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 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
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 for Education to the head teacher or governing body relating to the curriculum
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Our website is [www.halfwaynurseryinfantschool.org](http://www.halfwaynurseryinfantschool.org)

## **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 or Chair of Governors.

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 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](mailto:publications@ic-foi.demon.co.uk).

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

<b>Name of Document</b>	<b>Description</b>
Admissions Policy	Procedures and criteria to be used to allocate places.
Assessment, Recording Reporting and Target Setting Policy	Curriculum related procedures
Attendance & Registration policy	Procedures concerning registration process
Differentiation & Equal Opportunities Policy	Ensuring equality of opportunity for all pupils
Educational visits policy	Policy to ensure Health & Safety during educational visits
Energy policy	Property management
Financial Administration Policy	School Financial Management procedures
Force & Restraint Policy	Conditions under which staff can use force to restrain pupils
Gifted & Talented Pupils Policy	Declaration concerning provision for more able pupils
Governors Policy	Structure, roles, & responsibilities of the governing body.
Homework Policy	Homework Guidelines for each year group
Induction Policy	Procedures for new members of staff
Letting Policy	Charging and conditions relating to the public use of the school building
Library Policy	Aims, objectives and practical arrangements for the use of the school library
Mission Statement	Global aims and objectives of the school
Monitoring & Evaluation Policy	Ensuring the effectiveness of all aspects of the schools operation
Parents Policy	Extension of basic home-school agreement.
Pay Policy	Staff Pay
Professional development Policy	Staff training issues
Recruitment & Selection Policy	Staff employment procedures
Refreshments Policy	Break and lunchtime snacks & drinks
SATs Strategy	Guidelines for preparing children for SATs tests and for ensuring realisation of academic achievement
Smoking Policy	Declaration of our non smoking policy
Staff use of ICT Policy	Staff entitlement & restrictions concerning the use of schools ICT equipment
Teaching & Learning Policy	Expectations regarding teaching & learning styles, classroom organisation, management and practice