St. Stephen's School and Children's Centre

Learning for life

Publication Scheme

on information available under the

Freedom of Information Act 2000

This policy will be reviewed every 2 years.

	Date	By whom/role	Ratified	Date
Version 1	Summer 12	Ken Davies (AHT)	Governing Body Sign:	June 2012
Version 2	May 2014	Neena Lall (HT) Mark Little (SBM)	Governing Body Sign:	June 2014
Version 3	May 2017	Neena Lall (HT) Mark Little (SBM)	Governing Body Sign:	June 2017
Version 4				
Version 5				

**This is St. Stephen's Primary School's Publication Scheme
on information available under the Freedom of Information Act 2000**

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 school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child within an Inclusive ethos
- 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.

3.   Categories of information published

The publication scheme guides you to information which we currently publish 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 Information Pack (Prospectus)– general information published for parents
2. Governor's documents

3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum

4. 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 ask at the school office or contact the school by telephone, email, fax or letter. Contact details are set out below:

Email: info@st-stephens.newham.sch.uk
Tel: 020 8472 7575
Fax: 020 8472 1575
Contact Address: St. Stephen's Primary School, Whitfield Road, E6 1AS

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 is not available via the scheme you can still contact the school to ask if we have it.

5. Paying for information

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 excessive 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

This section sets out general information about the school.

Class	Description
Website and School Information Pack (Prospectus)	The following are the contents of the school information pack. This is also available on the school website. • Contact details • School Vision • Admission arrangements

	- Attendance - List of Governors - End of Key Stage Standard Assessment Results 3 year trend - School rules - Uniform - Homework - Illness and accidents - Healthy eating - The curriculum - Inclusion - Extra-curricular activities - Holiday dates - Safeguarding - E-safety - Home school agreement
School Profile	The contents of the School Profile are as follows: - performance data - summary of Ofsted report - school's intentions for the future, etc.
Instrument of Government	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 anybody 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
Minutes of meeting of the governing body and its committees	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. These policies are on the school website.

Class	Description
Core Curriculum Policies	Information about the school's policy relating to Mathematics, Reading, and Writing
Curriculum Balance	Statement on following the coverage of core and foundation subjects including Religious Education
Sex and Relationships	Statement of policy with regard to sex and relationship education

Education Policy	
Inclusion Policy	Information about the school's policy on providing for pupils with special educational needs
More Able Policy	Information about the school's policy on providing for higher attaining pupils
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
Equalities Information and Analysis	Statement of policy for promoting equality relating to Disability, Gender, Race (ethnicity), Religion and Belief
Equalities Objective	School action plan to promote equalities
Homework Policy	Statement of policy on schools recommended homework allocation
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Positive Behaviour 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. These policies are on the school website.

Class	Description
Published OFSTED school reports	Published report of the last inspection of the school and the summary of the report.
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
Pupil Premium	Statement on pupil premium allocation, use and impact on attainment
Sports Grant	Statement on the sports grant, use and impact.
Health and Safety Policy and Safeguarding	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
E-safety	Statement on school procedures for safeguarding relating to use of ICT and guide for parents
Admissions Policy	Statement for school admissions procedures
Attendance and Punctuality Policy	Statement to outline attendance procedures and to ensure attendance targets are met
Freedom of Information	Statement on published school information