



The Queen's Church of England Primary School

*Encouraging every child to reach their full potential,
nurtured and supported in a Christian community which
lives by the values of Love, Compassion and Respect.*

THE QUEEN'S SCHOOL Freedom Of Information Publication Scheme

Agreed by: Governors' Finance Committee
Date: Feb 2016
Review Cycle: 4 years
Next Review Date: Feb 2020

All the Queen's School policies should be read in
conjunction with the Equality Policy.

If you require a copy of this document
in large print, braille, audio format or paper,
please contact the School Office.

This is The Queen's Church of England Primary School 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 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 and some is available for you on our website to download and print off.

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

1. To develop to its fullest each child's intellectual ability through
 - Providing a secure foundation in basic skills;
 - Fostering intellectual curiosity.
2. To provide an education that
 - Fulfils the potential of each child;
 - Supports children's special needs
 - Gives equal opportunities to all children;
 - Prepares each child for the next stage of his/her education.
3. To value each child for what he/she is and thereby to nurture a sense of values and respect for each other within a secure and happy environment.
4. To provide the children with a knowledge of Christian faith and worship.
5. To provide an education that widens the child's awareness of other people and other cultures, of both the community and the world in which we live, and thereby prepares him/her to become a responsible member of society.

6. To encourage good home-school links and the involvement of parents in the process of education.

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 cover four broad topic areas:

Key information published on line - maintained schools have not been required to produce a prospectus since September 2012, just key information online.

Governors' Documents – governing body documents.

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.

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 www.queens@richmond.sch.uk

Email: info@queens.richmond.sch.uk

Tel: 020 8940 3580

Fax: 020 8439 9317

Contact Address: Cumberland Road, Kew, Surrey, TW9 3HJ

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.

If a parent/carer requests a paper copy of the information on our website, we will provide this free of charge. If other provision of information incurs significant costs, or if help is needed to provide information in another format, we will discuss charges [including up to 10p per printed sheet plus postage], before fulfilling the request.

6. Classes of Information Currently Published

6.1 Who we are and what we do

Organisational information, structures, locations and contacts

- *Instrument of Government*

The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.

- *Key Information On Line* has replaced the need to publish a *School prospectus* (this is detailed in the relevant sections below).

- *Annual Report*

Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.

- *Governing Body*

Information includes the names of the governors and the basis on which they have been appointed, including details of each governor's:

- business interests
- financial interests
- governance roles in other schools

The structure and responsibilities of the governing body and committees should be available.

- *School session times and term dates*

Details of school session times and dates of school terms and holidays.

- *Admission Policy*

Information includes admission arrangements, explaining:

- arrangements for selecting the pupils who apply
- oversubscription criteria

- an explanation of what parents should do if they want to apply for their child to attend the school
- *Location and contact information*

The address, telephone number and website for the school together with the names of key personnel.

6.2 What we spend and how we spend it

Financial information about:

- *Pupil Premium Funding* – how it is spent and the impact the funding has on the attainment of pupils concerned
- *PE and Sports Premium* – how it is spent and the impact on pupils' PE and sport participation and attainment
- *Pay policy* -the statement of the school's policy and procedures regarding teachers' pay
- *Staffing and grading structure*
- *Governors' allowances* - details of allowances and expenses that can be claimed or incurred.

6.3 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- *School performance*
 - Government-supplied performance data at Key Stage 2
 - Summary of latest Ofsted report*

(* the full Ofsted report should also be available.)

- *School Vision Priorities*
- *Performance management information*

Staff appraisal policies and procedures adopted by the governing body.

- *Schools future plans*

Any major proposals for the future of the school involving, for example, consultation or a change in school status.

- *Child protection*

The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

6.4 How we make decisions

Decision-making processes and records of decisions, available for the current and previous three years.

- *Minutes of meetings of the Governing body*

Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be confidential to the meeting.

6.5 Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

- *School policies*

This will include school policies and procedures together with other information related to the school such as charging policy, health & safety assessment, complaints procedure, discipline and grievance policies and pay policy. It will also include policies and procedures for handling information requests.

- *Pupil and Curriculum policies*

This will include:

- policies such as learning & teaching, behaviour, sex and relationships education, special educational needs and disabilities, accessibility, equality, collective worship, and exclusion.
- the content of the curriculum the school follows in each academic year for every subject
- the names of any phonics or reading schemes used in KS1

- *Special Educational Needs and Disabilities (SEND)*

A report is published on the school's policy for pupils with SEN or disabilities.

The report includes:

- admission arrangements for pupils with SEND
- steps taken to prevent pupils with SEND from being treated less favorably than other pupils
- details of the school's access facilities for pupils with SEND
- the accessibility plan your governing body has written

- *Records management and personal data policies*

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- *Equality and diversity*

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

- *Policies and procedures for the recruitment of staff*

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

Charging regimes and policies

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

6.6 Lists and registers

- *Curriculum circulars and statutory instruments*

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

- *Disclosure logs*

If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

- *Asset register*

We would expect some information from capital asset registers to be available, if such registers are held.

Any information the school is currently legally required to hold in publicly available registers

6.7 The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

- *Extra-curricular activities*
- *Out of school clubs*
- *School publications*
- *Services for which the school is entitled to recover a fee, together with those fees*
- *Leaflets, booklets and newsletters*

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

**Miss K. Bentham, Head Teacher,
The Queen's Church of England Primary School, Cumberland Road,
Kew, Richmond, Surry TW9 3HJ.**

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: 0303 123 1113 (local rate)

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk