



East Sheen 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. Increasingly, information will be 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.

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner. There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO). This publication scheme conforms to the [model scheme for schools](#) approved by the Information Commissioner.

2. Aims and Objectives

At East Sheen Primary School our purpose is to nurture happy, confident children who think deeply about themselves and others in preparation for the challenges ahead.

We do this by inspiring and celebrating:

- curiosity and love for learning
- collaboration and kindness
- creativity and enthusiasm
- resilience and achievement

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 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 Information –published on our school website.

Governors' Documents – information published by the governing body.

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

School Policies and other information related to the school --- information about statutory 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. Some documents are available from our website at www.eastsheen.richmond.sch.uk

Email: Marie Hambridge at: _

info@eastsheen.richmond.sch.uk

Tel: 0208 876 7484

Contact Address: Upper Richmond Road West, London SW14 8ED

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, we will let you know the cost before fulfilling your request.

The school administration officers will endeavor to provide documentation requested as quickly as possible. However, we reserve the right to state the required time needed to meet such requests on an individual basis; we will endeavor to provide the information within one week but within the statutory period of 20 days.

6. Classes of Information Currently Published

School – this section sets out information published on the school website.

Class	Description
School information	<p>The statutory contents of the school website are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none">• School contact details including name, address, telephone number and the name of the person who deals with queries from parents and other members of the public• Admission arrangements via the local authority• A copy of the school's most recent Ofsted report• Key stage 2 results• A link to the school performance tables service• Information relating to the school curriculum• Use of the school's pupil premium• Use of the school's PE and sport premium• Special educational needs and disability information• School values and ethos• the name, address and telephone number of the school, and the type of school• the name of the person who deals with queries from the general public• the names of the head teacher and chair of governors• information on the school policy on admissions• a statement of the school's ethos and values• information about the school's policy on providing for pupils with special educational needs• National Curriculum assessment results for appropriate Key Stages, with national summary figures• the arrangements for visits to the school by prospective parents

Information relating to the governing body– this section sets out information and governing body documents published on the school website.

Class	Description
Governors' information	<p>How the governing body operates; the structure and remit of the governing body and any committees.</p> <p>Governor list - for each governor who has served at any point over the past 12 months: including their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government).</p> <p>Pecuniary Interest - relevant business and pecuniary interests (as recorded in the register of interests) including: governance roles in other educational institutions; any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives).</p> <p>Attendance records at governing body and committee meetings over the last academic year.</p> <p>Governors' newsletters.</p> <p>Code of practice for school governors.</p> <p>Delegation planner - setting out the major areas of responsibility for the Governing Body and how each task may be delegated amongst committees and members.</p>

Instrument of Government	<ul style="list-style-type: none"> • 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 number of governors • 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 • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i></p> <p>Please see website for details of how to gain access.</p>

Pupils & Curriculum Policies -- This section gives access to information and statutory 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	Details of the curriculum the school follows in each academic year for each subject. Information about the phonics scheme used to teach reading
Relationships and Sex Education Policy	Statement of policy with regard to sex and relationship education
SEND report	Information about the school's policy on providing for pupils with special educational needs and disabilities.
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.
EYFS	Statement of policy for teaching and learning in the early years
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school including Looked After and Previously Looked After Children
Behaviour and Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Attendance Policy	How attendance is monitored and promoted in school including how children with health needs who cannot attend school are supported
Supporting Children with Medical Needs	Information on how the school supports children with a health need.

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

School Policies and other information related to the school --- This section gives access to information and statutory 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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection (when applicable)
Charging and Remissions	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	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk	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
Privacy notices	Information about how we hold and use personal information
Data Protection	How the school upholds individual's rights to have their personal data protected
Early Career Teachers (ECTs)	How the school supports teachers during their induction period including training and mentoring.

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.

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.

Website : <https://ico.org.uk/>

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