
Information Publication Scheme Newport School



Date : Autumn 2, 2018 - 2019
Review Date: Autumn 2, 2019-2020

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 either available for you on our website to download and print off or 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

Vision Statement

*Enriching Lives
Unleashing Possibilities
Building Futures*

Mission Statement

At Opossum, we believe that all pupils deserve high quality education which engages, inspires and challenges; so that everyone meets their full potential. We strive to create safe and happy learning environments which promote independence and high expectations of all. We are committed to providing opportunities which promote open mindedness, empathy and celebration of the rich and diverse communities which we serve; so that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We do this by:

- Raising achievement through quality first teaching which enthuses and motivates; aspiring all to fulfil their potential.
- Ensuring pupil voice is at the heart of all we do to enable children to become confident, resilient and reflective independent learners.
- Offering a broad and varied curriculum which ensures all children can read, write and are numerate.
- Having an open and welcoming environment where everyone feels welcome and included.

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 Website – information published on the school website.

Governors’ Documents – information published in the Minutes of Governing Body meetings and in other 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**

<http://www.newport.waltham.sch.uk>

Tel: 020 8539 4552

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.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

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.

The charging schedule for copies of information covered by this publication is stated 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. Where there is a charge this will be indicated by a £ sign in the description box. The charging schedule can be found in Annex A.

6. Classes of Information Currently Published

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

Class	Description	How the Information can be Obtained	Cost
Website	<p>The statutory contents of the school website are as follows:</p> <ul style="list-style-type: none"> School contact details <ul style="list-style-type: none"> ▪ Name ▪ postal address ▪ telephone number of the school and type of school. ▪ Name of member of staff who deals with queries from parents and member of the public. ▪ Name of Special Educational Needs Co-ordinator(SENCO) Admissions arrangements Ofsted reports Statutory Assessment results Performance Tables Curriculum Information Positive Behaviour policy School Complaints procedure Pupil Premium Information PE and Sport Premium information Special Educational Needs (SEN) and disability information Equality Objectives Governors' information and duties Charging and Remissions policy Value and Ethos of the school <p>Requests for paper copies</p>	School Website	<p>Nil</p> <p>£</p>

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	How the Information can be Obtained	Cost
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 term of office of each category of governor if less than 4 years ▪ The name of any body 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 	School office	£
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees	School Office	£

¹ 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	How the Information can be Obtained	Cost
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	School Website	Nil from website £ hard copy
Curriculum Information	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school	School Website	Nil from website £ hard copy
Sex Education Policy	Statement of policy with regard to sex and relationship education	School Website	Nil from website £ hard copy
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs	School Website	Nil from website £ hard copy
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.	School Website	Nil from website £ hard copy
Equality Policy	Statement of policy for promoting equality	School Website	Nil from website £ hard copy
Collective Worship	Statement of arrangements for the required daily act of collective worship	School Website	Nil from website £ hard copy
Safeguarding in Schools Policy (Child Protection)	Statement of policy for safeguarding and promoting welfare of pupils at the school.	School Website	Nil from website £ hard copy
Pupil Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.	School Website	Nil from website £ hard copy

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	How the Information can be Obtained	Cost
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report	School website	Nil from website £ hard copy
School Development Plan	A plan setting out the objectives and actions the school is working towards during the academic year.	School Office	£
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 Website	Nil from website £ hard copy
School session times and term dates	Details of school session and dates of school terms and holidays	School Website	Nil from website £ hard copy
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	School Office	£
Complaints procedure	Statement of procedures for dealing with complaints	School Website	Nil from website £ hard copy
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	School Office	£
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	School Office	£
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	School Office	£

School Subject Access Request Procedure	Statement of procedure regulating to the school's policy with regard to Access of information request	School Website	Nil from website £ hard copy
Other documents	Other documents that are held by the school and are available on request	School office	£

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 Matthew Smart, Director of Finance and Operations.

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: 01625 545 700

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

Website : www.informationcommissioner.gov.uk

Signed (Senior Executive Headteacher):



Signed (Chair of Governors):



Annex A

Freedom of Information – Schedule of Charges

Guide to the information available from Opossum Federation under the model publication scheme

Schedule of charges

Type of Charge	Description	Basis of charge
Disbursement costs	Photocopying / Printing @4p per sheet (black & white)	Actual cost to school
	Photocopying / printing @12p per sheet (colour)	Actual cost to school
	Postage	Actual cost of Royal Mail standard 2 nd class