

Freedom of Information

Publication Scheme on information available under the Freedom of Information

Act 2000

The governing body is responsible for maintenance of this scheme.

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 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.

This publication scheme is a means of showing how we are pursuing these aims.

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 a later section of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus – information published in the school prospectus.
- Governors’ Documents – information published in Governing Body documents
- Curriculum – information about policies that relate to pupils and the school curriculum.
- Key Information -School Policies, reports and other information related to the school.

Also on the website are:

- Published reports of Ofsted referring expressly to the school
- Section 48 Report: inspection report of religious education in those schools designated as having a religious character (SIAMS report)

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 or letter. Contact details are set out below, or you can visit our website at <http://www.pulford.beds.sch.uk/>

Email: office@pulford.cbeds.co.uk

Tel: 01525-372188

Contact Address:

Pulford C of E VA Lower School, Pulford Road, Leighton Buzzard, Beds, Lu7 1AB

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.

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 a section below. 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.

Classes of Information Currently Published

School Prospectus – Statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):

- The name, address and telephone number of the school, and the type of school
- The name of the head teacher and chair of Governors
- Details of the governing body membership
- Information on the school policy on admissions
- A statement of the school's ethos and values
- 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
- Information about the school's policy on providing for pupils with special educational needs
- Number of pupils on roll
- An overview of teaching, curriculum provision, community links and facilities

Information relating to the governing body

- School Development Plan
- Minutes of meetings
- Membership of the Governing Body and roles.
- Information about how the school works with parents and the wider community

Curriculum

Long term plans

Key Information

Policies and reports

- Special Education Needs and Inclusion Policy: information about the school's policy on providing for pupils with special educational needs

- Accessibility Plan: a 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.
- Child Protection Policy: a statement of policy for safeguarding and promoting welfare of pupils at the school.
- Discipline and Behaviour Policy: a statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
- Charging and remissions policy
- Assessment, reporting and recording policy
- Admissions policy
- Statement on British Values
- Statement on Pupil Premium
- Statement on Primary PE
- SEND report
- G&T report

The school has many policies, procedures and other documents which are available on request.

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

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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, Mr. David Heather.

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, SK95AF

or

Enquiry/Information Line: 01625 545 700

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

Website: www.informationcommissioner.gov.uk