

Rosecroft Primary School and Nursery

**This is Rosecroft Primary School and Nursery's 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 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

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- 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 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 Brochure** – information published in the school prospectus.

**Governors' Documents** – information published in 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:

You can visit our website at [www.rosecroft.school](http://www.rosecroft.school)

Email: office@rosecroft.norfolk.sch.uk

Tel: 01953 453127

Contact Address: Rosecroft Primary School and Nursery, London Road, Attleborough, Norfolk, NR17 1BE

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, 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.

6. Classes of Information Currently Published

**School Brochure** – this section sets out information published in the school brochure.

Class	Description
School Brochure **	The statutory contents of the school brochure are as follows, (other items may be included in at the school's discretion): <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right</li> </ul>

	<p>to withdraw their child from religious education and collective worship and the alternative provision for those pupils</p> <ul style="list-style-type: none"> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>
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**Information relating to the governing body**– this section sets out information published in governing body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• The date the instrument takes effect</li> </ul>
Minutes	Minutes of meeting of the governing body and its committees Agreed minutes of meetings of the governing body and its committees in relation to meetings held from March 2004 onwards.

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Curriculum Policy Statement **	The policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
Sex Education Policy Statement **	The policy with regard to sex and relationship education.
Special Education Needs Policy **	Information about the school's policy on providing for pupils with special educational needs
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.
Equality Policy Statement	policy for promoting equality as per Section 75 of the 1998 NI Act

Safeguarding Policy **	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour 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.

Class	Description
Charging Policy **	A statement of the school's policy with respect to charges for example cooking consumables, music tuition, trips
School session times and term dates **	Details of school session and dates of school terms and holidays
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
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

Annex A provides a list of other documents that are held by the school and are available on request

\*\* Information available on our website Our website is at [www.rosecroft.school](http://www.rosecroft.school) .

#### 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:

Mrs S Springall

Rosecroft Primary School and Nursery

London Road

Attleborough

Norfolk

NR17 1BE

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](mailto:publications@ic-foi.demon.co.uk).

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Annex A

Information on Pupil Premium \*\*

Information on PE grant spending \*\*