



## **This is Banister Primary School'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 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**

The **aims** of our school are that the Governors and staff work together:

- For every child to develop an understanding of excellence, a desire for knowledge, an enquiring mind and an enjoyment of learning
- To develop all children as life-long learners
- To develop all children as responsible, caring members of the community
- To develop all children as motivated individuals who strive for the highest possible achievements
- To develop all children to have high self- esteem, who are respectful of themselves, others and the environment.

Together we are always reviewing and implementing our practices to improve:

- A broad, balanced and well taught curriculum
- The effective teaching of basic skills
- The capacity of our staff to manage and develop children in a challenging context.
- A safe, ordered and secure environment
- The overall performing arts and music provision throughout the school
- Partnerships with parents and the wider community

- Extended school services
- High expectations, excellent progress and high academic standards
- An ethos of mutual respect, care, support, encouragement and inclusion
- A recognition and celebration of everyone's achievements and success.

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 three broad topic areas:

*Governors' Documents* – information published on the school website 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, or letter. Contact details are set out below.

Email: **info@Banisterschool.co.uk**

Tel: **02380 393313**

Contact Address: **Banister Primary School, Archers Road, Southampton, SO15 2LS**

Or you can visit our website at [www.banisterschool.co.uk](http://www.banisterschool.co.uk)

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 DVDs 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**

**Governor's Documents and other information relating to the governing body**– this section sets out information published on the school website and in other governing body documents.

### **Pupil Premium**

- The allocation of funding to the school, its use and impact on attainment.

### **Instrument of Government**

- 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

### **Minutes of meeting of the governing body and its committees**

Agreed minutes of meetings of the governing body and its committees [*current and last full academic school year*]

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

### **Curriculum, School Policies and other information related to the school**

This section gives access to information about policies that relate to the school in general.

- 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 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 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
- Curriculum circulars and statutory instruments
- Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Children, Schools and Families to the head teacher or governing body relating to the curriculum

## **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, Mr Peter MacBride, Chair of the Governing Body.

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)**