

BOXMOOR PRIMARY SCHOOL
PUBLICATION SCHEME

March 2019



The Governing Body adopted this policy on 25th March 2019

This is the Boxmoor Primary School 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 either available for on our website to download and print off or 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 shown in 'Classes of Information Currently Published' below.

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

- school prospectus
- school profile and other information relating to the Governing Body
- pupil and curriculum policies
- school policies and other information related to the school.

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 www.boxmoor.herts.sch.uk, where many of the listed documents are available.

Email: admin@boxmoor.herts.sch.uk

Tel: 01442 402244

Contact Address

Boxmoor Primary School,
Cowper Road,
Boxmoor,
Hemel Hempstead,
Herts, HP1 1PF

To help us process your request quickly, please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST' (in CAPITALS).

If the information you're looking for is not available via the scheme and is not 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.

Single copies of information covered by this publication are provided free unless stated otherwise below. If your request means that we have to do a lot of photocopying or printing, 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 – this section sets out information published in the school prospectus.

Title	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • Information about the implementation of the Governing Body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year. • A description of the arrangements for the admission* of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the Accessibility Plan covering future policies for increasing access by those with disabilities to the school. <p>*Note that the school adopts the admissions policy specified by the Hertfordshire LEA.</p>

School profile and other information relating to the Governing Body – this section sets out information published in the school profile and in other Governing Body documents.

Title	Description
Accessibility Plan	An annual statement on the school's Accessibility Plan
Annual Financial Report	An annual report of the school's financial activity to parents/carers
Equality Information and Objectives statement	An annual statement on the school's Equality Information and Objectives
Financial Procedures Manual	The detailed financial procedures used by the Headteacher and Governing Body in managing the finances of the school
Governors' Expenses Policy	The school's policy on the reimbursement of expenses incurred by governors
Instrument of Government	This document defines: <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 anybody entitled to appoint any category of governor • the details of any trust • if the school has a religious character, a description of the ethos • the date the instrument takes effect.
Minutes ¹	Agreed minutes of meetings of the Governing Body and its committees (for current and last full academic school year). Note that items which are considered confidential by the Governing Body will be excluded from publicly-available minutes
Ofsted Reports	Published report of the last inspection of the school
Parent/Carer Survey Summary	A summary of the results of the latest parent/carers survey, as issued to the parent/carers body by the governors
Pupil Premium	An annual statement of the school's use of the Pupil Premium funding
Schedule of Financial Delegation	The detailed delegation of responsibility for financial activities and the constraints on that delegation

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

Title	Description
School Development Plan	The general, specific and curriculum aims for the school, and an assessment of our success in achieving previous aims
School Visits Policy	The school's policy on visits by governors
School Self Evaluation	A statement of the school's evaluation of the school's performance
Sports Premium	An annual statement of the school's use of the Sports Premium
Staff Appraisal Policy	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures
Staff Capability Policy	Statement of procedures adopted by the Governing Body relating to the performance management of staff where there are serious concerns about performance which have not been resolved through the appraisal process
Staff Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.

Pupil and curriculum policies – this section gives access to information about policies that relate primarily to pupils and the school curriculum.

Title	Description
Behaviour and Anti-bullying Policies	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
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
SEND Policy	Information about the school's policy on providing for pupils with special educational needs and disabilities
SRE Policy	The policy on sex and relationship education

School policies and other information related to the school – this section gives access to information about policies and other documents that relate to the school in general.

Title	Description
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted (for example, school publications, music tuition, trips, etc.)
Complaints Procedure	A statement of procedures for dealing with complaints

Title	Description
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.
Equality Policy	<p>The proposals of the Governing Body to ensure that there is no unlawful discrimination in respect of disability, gender or race:</p> <p>Disability – increase access to education for disabled pupils in the three areas required by the planning duties in the Disability Discrimination Act 2005:</p> <ul style="list-style-type: none"> • the physical environment of the school • the extent to which disabled pupils can participate in the school curriculum • the delivery of information to pupils and parents. <p>Gender – ensure that there is no unlawful discrimination between men and women within the workplace, that boys and girls are treated equally in terms of education and opportunities, and to actively promote equality between the sexes.</p> <p>Race – ensure race equality.</p>
Online Safety and GDPR	The school's policy relating to online safety issues and the holding of personal data on learners, staff and others as required to conduct the day-to-day activities
Health and Safety Policy	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
Holidays	The school's policy relating to holiday requests.
Homework	The school's policy on the provision of homework.
Jewellery	The school's policy on the wearing of jewellery by pupils.
Administering Medicines Policy	The school's policy on the use of medicines
School session times and term dates	Details of school session times and dates of school terms and holidays
Staff Grievance Procedure	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Uniform Policy	The school's policy on the wearing of uniform
Whistle-Blowing Policy	Description of the policy for managing reports of misconduct

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 Chair of Governors and submitted via the School Office or email governors@boxmoor.herts.sch.uk.

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:

Contact Address

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: www.informationcommissioner.gov.uk