

Prior Heath Infant School

Freedom of Information Publication Scheme R5

This is Prior Heath Infant 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 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 school aims to:

Our school is a place where children are given the opportunity to:

- Fully participate in their learning and achieve their best.
- Observe, investigate, question, learn to think for themselves and collaborate.
- Develop curiosity, imagination and creativity in a safe and secure environment.
- Be inspired to develop a positive attitude towards learning.
- Attain independence in all aspects of learning and development.
- Respect and care for the world around us.
- Develop understanding of environmental and global issues.
- Understand how to live active and healthy lives.
- Celebrate being part of a diverse local, national and global community.

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The children are encouraged to develop their personal qualities such as:

- Building confidence, independence and self-worth.
- Showing commitment, perseverance and self-discipline.
- Encouraging sensitivity for others and respect for all.
- Sharing, listening to and respecting the views, beliefs and cultures of others.
- Forming friendships and developing social skills.
- Recognising their impact on the environment and taking a responsibility for its sustainability.

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:

School website – information published on the school website.

Governance – information about governance which is not published on the school website.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school – policies and information that relate to the school in general and are not published on the school website.

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@prior-heath.surrey.sch.uk

Tel: 01276 25546

Contact Address: 4 Prior Road, Camberley Surrey GU15 1DA

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 is not available via the scheme you can still contact the school to ask if we have it.

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5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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 in red by a £ sign.

6. Classes of Information Currently Published

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

Class	Description
Website	<p>The contents of the school website are as follows, (other items may be included in the prospectus at the school's discretion):</p> <p>A statement of our school values and aims Our current School Prospectus Our Admissions Policy Our Staffing Structure School Performance Data School Development Plan Financial Regulations and Transparency Covid 19 Information and Catch-up Premium Strategy Current published Ofsted report for Prior Heath Infant School (link) Pupil Premium Funding Statement PE Funding Statement SEND provision report and related information and policies Data Protection Policy and related information School Clubs School Meal information and menus School Uniform and related information A statement on governance at the school</p>

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	<p>Governing Body membership and positions of responsibility</p> <p>Business interests of Governors</p> <p>Curriculum Information by Year Group</p> <p>On-line Safety information</p> <p>Purple Mash use</p> <p>School term and diary dates</p> <p>Chair of Governors termly report</p> <p>Prior Heath newsletters and event information</p> <p>Prior Heath PTA newsletters and event information</p> <p>Contact details for the school including names, address and telephone number</p> <p>Policies on website:</p> <p>Accessibility & Plan, Anti Bullying, Attendance, Behaviour including exclusions, Charging, Remissions, Lettings and Community Use, Child Protection & Safeguarding, Complaints, Complaints, Managing Serial and Unreasonable Complaints, Curriculum Policy, Home Learning, Infection Control, Learning and Teaching, Marking, On-Line Safety, Photography & Video Guidance, PSHCE, Pupils with Medical Needs, School Council Anti Bullying, School Safeguarding Arrangement Covid-19, Single Equality including British Value Statement, Special Educational Needs & Inclusion, Staff Behaviour, Teaching & Learning and Visitors and Visiting Speakers Policy.</p>
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Governance – This section gives access to information that relate to governance that are not on the school website. Available from the school office on 01276 25546 or email info@prior-heath.surrey.sch.uk. This information will be sent by post.

£ second class post plus 10p per page photocopying

Class	Description
Instrument of Government	<p>The name of the school</p> <p>The category of the school</p> <p>The name of the governing body</p> <p>The manner in which the governing body is constituted</p> <p>Total number of governors</p> <p>The date the instrument takes effect</p>

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	Available from the Clerk to the Governing Body via the school office telephone 01276 25546 or email clerk@prior-heath.surrey.sch.uk
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees. Available from the Clerk to the Governing Body via the school office telephone 01276 858299 or email clerk@prior-heath.surrey.sch.uk
Terms of Reference	Terms of reference relating to governing body committees membership, quorum and frequency including training requirements and delegated responsibilities and policy review.

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 that are not on the school website. Available from the school office on 01276 25546 or email info@prior-heath.surrey.sch.uk. This information will be sent by post.

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Class	Description
Children in Care	Statement of the regulations and practice in place to safeguard Children in Care.
Gifted & Talented	Statement of the practice in place to ensure children with special abilities are identified and opportunities provided for them to meet their full potential.
Governor Visits	Statement of arrangements that should be followed to ensure the maximum benefit is gained for Governors, staff and children.
Home School Agreement	A contract, signed by the school and the parent outlining what each will undertake to do in order for each child to reach their potential.
The Use of Restrictive	A statement outlining the procedures in respect of applying the use of restrictive physical intervention and risk assessments to be completed.

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Physical Intervention	
Touch	Procedure outlining the acceptable use of physical contact between staff and children.
Various subject policies	Information about all subjects taught in school including Relationships and Sex Education Worship RE Assessment, reporting and recording

School Policies and other information related to the school – This section gives access to information about policies and information that relate to the school in general and are not on the website. Available from the school office on 01276 25546 or email info@prior-heath.surrey.sch.uk. This information will be sent by post.

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Class	Description
Safeguarding Conduct Statement	Prior Heath Safeguarding Conduct statement which all staff and volunteers are expected to read and sign.
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 specifically at Prior Heath Infant School
Asbestos Management Plan	Guidelines for staff/contractors to prevent exposure to asbestos and procedures for reporting an emergency.
Asbestos Register	Register of known asbestos in school.
Emergency Plan	Emergency planning and crisis management plan for Prior Heath Infant School, covering lockdown, fire drills, place of safety and serious incidents.

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Statutory Inspections	Records on statutory electrical and mechanical inspections carried out at the school and Health & Safety termly inspections.
Fire and Lockdown Drill	Records on fire and lockdown drills carried out at the school.
General Risk Assessments including Fire	General risk assessments including curriculum carried out by Prior Heath Infant.
COSH data sheets	Record of all safety data sheets held in case of emergency.
Energy and Water usage Display Energy Certificate	Records for gas, electricity and water usage. Statutory display energy certificate information.
Recruitment & Selection Policy	Statement of how Prior Heath School conducts its staff selection process and expected standards and procedures for efficient and effective recruitment.
Teachers and Support Staff Pay Policies Staffing Structure	Statement of general policy with respect to teachers and support staff pay. Prior Heath Infant School Staffing Structure.
Appraisal Policy	Statement of procedures adopted by the governing body relating to the appraisal of teachers and support staff.
Equal Opportunities in Employment Policy	Statement on aims, commitments and responsibilities in relation to equal opportunities in employment at Prior Heath Infant School.
Redundancy & Restructuring Policy	Procedures to follow where a potential redundancy situation arises or school reorganisation is necessary.

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Disciplinary & Capability Policy	Statement of procedure for regulating conduct and discipline of school staff.
Ending Bullying & Harassment Policy	Statement of procedures followed to ensure zero tolerance approach towards harassment and bullying of workforce at Prior Heath Infant School.
Grievance Policy	Statement of procedures by which staff may seek redress for grievance.
Staff Acceptable Use of IT Policy	A statement as to the acceptable staff code of conduct when using IT which all staff are expected to read and sign.
Well Being Policy	A statement of how school manages well-being and stress of staff.
Attendance Management Policy	Procedures to support and encourage employees to achieve and maintain a high level of attendance at work and provide a clear and consistence framework for managing unsatisfactory attendance.
Special Leave of Absence Policy	Statement of procedures to ensure a clear and workable framework for fair and transparent handling of requests for leave of absence, including how Disruption of Holiday Travel Arrangements and Adverse Weather School Closure will be handled.
Governor Expenses Policy	Statement of procedures and practices relating to Governor expenses.
Freedom of Information & Impact Statement log	Logs kept of all Freedom of Information requests and Impact Statements carried out.
Privacy Notices	Privacy notices issued to pupils, workforce, governors and volunteers.
Whistle Blowing Policy	Procedures to follow in the event of serious concerns about any aspect of Prior Heath Infant School's work, falling outside the scope of other procedures, in accordance with Public Interest Disclosure.

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Financial Policy	Procedures for the financial management of the Prior Heath Infant School and anti-fraud and bribery policy.
Financial Monitoring Statements	Financial Monitoring Statements.
School Financial Value Standard	Self- assessment of schools arrangements for secure financial management.
School Fund Policy	Statement of aims and practices relating to the school fund.
Sponsorship Policy	Statement of procedures that PTA follow with regard external sponsorship.

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 the ***Head Teacher, Mrs Lindsey Chivers***

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

Email: publications@ic-foi.demon.co.uk

Website : <https://ico.org.uk/>

There may be a charge for information requested in line with Government guidelines and

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