



## **Church Hill Infant School Publication Scheme on information available under the Freedom of Information Act 2000.**

### **Overall Aims Statement**

At Church Hill Infant School we have highest expectations of ourselves, our school and of others. At our school, we take pride in celebrating that we are all learners; and that every child has the potential to achieve the highest standards. Our aim is to make all teaching and learning enjoyable; ensuring our children have the best possible start to their school life.

Church Hill Infant School became part of the Bradgate Educational Partnership, a Multi Academy Trust, on 1<sup>st</sup> September 2016. The Local Governing Body is responsible for maintenance of the School Publication 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 and academies, 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**

The school aims:

- **Offer** a rich, child centred 21st century curriculum which provides meaningful, relevant and authentic learning experiences which enable each child to be the best they can be.
- **Work** in harmony with parents and the community to establish positive and successful partnerships to maximise the learning potential of our pupils.
- **Inspire** children to acquire independence and to feel genuinely confident; equipping them with the skills to take responsibility for their own lives.

- **Nurture** our pupils to become co-constructors of their learning; enthusing a natural curiosity and passion for learning.
- **Celebrate** and share achievement and success and ensure every child does matter irrespective of ability and background.
- **Provide** a safe environment for children to take risks and learn from their mistakes, developing positive attitudes to learning.
- **Have** the highest expectations of all our children, of ourselves and of others.
- **Provide** a happy, friendly and caring team of staff who are passionate and accountable for achieving the best possible outcomes for our pupils; academically, socially and morally.
- **Embrace** school improvement and innovative teaching and learning strategies which challenge, motivate and inspire all.
- **Value** and champion the uniqueness of individuals.

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 the following broad topic areas:

- **School Website** - Information published on the school website ([www.churchhillinfants.co.uk](http://www.churchhillinfants.co.uk)) or the trust website ([www.bepschools.org](http://www.bepschools.org))
- **School Prospectus & Parent handbook** - information published in the school prospectus or parent handbook.
- **Governors' Documents** - information published in governing body documents.
- **Pupils & Curriculum** - information about policies that relate to pupils and the school's 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.

Email: admin@churchhill-inf.leics.sch.uk  
 Telephone/Fax: 0116 2692083  
 Contact Address: Church Hill Infant School  
 Church Hill Road  
 Thurmaston  
 Leicester, LE4 8DE

To help us to process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in **CAPITALS please**). If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it. We will respond to your request within 20 working days, unless a request is made before a holiday period.

## **5. Paying for information**

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 publication or videos we will let you know the cost before fulfilling your request.

## **6. Classes of Information Currently Published**

**School Prospectus & Parent Handbook** - this section sets out information published in the school prospectus.

The statutory contents of the school prospectus or parent handbook are as follows, (other items may be included at the school's discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the head teacher
- information on the school policy on admissions
- a statement of the school's ethos and values
- the arrangements for visits to the school by prospective parents.

**Governors' Documents** - this section sets out information published in governing body documents.

- details of the governing body and their category of membership, clearly identifying the chair, vice-chair and clerk.
- arrangements made and facilities provided for pupils with special educational needs and disabilities to ensure they are no less favourably treated than other pupils (Article 8 of the 96 order refers)
- 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
- a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- a number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures

**Articles of Association** - The constitution of our academy and arrangements for governance are set out in our Academy Articles of Association and Funding Agreement.

- The name of the school.
- The category of the school.
- The name of the governing body.
- The manner in which the members/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.
- The date the instrument takes effect.

**Academy Trust Annual Report & Financial Statement** – The academy annually publishes its Annual Report & Financial Statement. This can be accessed via the school website; [www.churchhillinfants.co.uk](http://www.churchhillinfants.co.uk) or via Companies House.

**Minutes of Meeting of the Governing Body and its Committees** - Agreed minutes of meetings of the governing body and its committees.

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

1. **Home School Agreement (Found within the Parent Handbook)**  
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 of homework arrangements.
2. **Special Education Needs & Disabilities Policy & Local Offer**  
Information about the school's policy on providing for pupils with special education needs.
3. **Accessibility Plans (Within Single Equality Policy)**  
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.
4. **Equality Policy Statement** of policy for promoting equality as per Section 75 of the 1998 NI Act.
5. **Safeguarding and Child Protection Policy**  
Statement of policy for safeguarding and promoting welfare of pupils at the school.
6. **Pupil Behaviour Statement** of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
7. **Anti Bullying Policy**

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

1. Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
2. Post-inspection action plan - A plan setting out the actions required following the last inspection and where appropriate an action plan.
3. 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.
4. School session times and term dates.
5. Health and Safety Policy and risk assessment.

6. 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.
7. Complaints procedure - Statement of procedures for dealing with complaints.
8. Performance Management of Staff - Statement of procedures adopted by the governing body relating to the performance management of staff.
9. 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.
10. Curriculum circulars and statutory instruments - Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education 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:

The Chair of Governors  
c/o Church Hill Infant School  
Church Hill Road, Leicester, LE48DE

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: 0303 1231113 or 01625 545745  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Church Hill Infant School  
Freedom of Information Publication Scheme

**Signed:** \_\_\_\_\_  
**Chair of Governors**

**Dated:**  
**23<sup>rd</sup> March 2017**

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