

PUBLICATION OF INFORMATION BY GOVERNING BODIES -

This is Beechdale Nursery School Publication Scheme.

Our full title and address for sending requests for any documents is:

Beechdale Nursery School

Beechdale Road

Consett

Co. Durham

DH8 6AY

The person responsible for maintenance of this scheme is :-

Mrs. J Graham Headteacher

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 that is to be published in the future. All information in our publication scheme is available in paper form.

Some information that 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:

- give children an excellent start in education so that they have a better foundation for learning,
- enable all young people to develop and equip themselves with 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 topics areas:

School Prospectus - information published in the school prospectus.

Governors' Documents - information published in the Governors' Annual Report and in other Governing Body documents.

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

School Policies - information about policies that relate to the school in general.

4. **How to request information**

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme, you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: **beechdale@durhamlearning.net**

Tel: **01207 505752**

Contact Address: **(see page 1)**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST"** (in **bold CAPITALS** please).

5. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in the annex. 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.

6. Classes of Information Currently Published

School Prospectus - this section sets out information published in the school prospectus.

Class	Description
School Brochure	<p>The statutory contents of the school prospectus are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the head teacher and chair of governors• information about admissions• a statement of the school's ethos and values• information about the school's policy on providing for pupils with special educational needs• number of pupils on roll

Governors' Annual Report and other information relating to the Governing Body

- this section sets out information published in the *Governors' Annual Report* and in other *Governing Body* documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none">• details of the governing body membership, including name and address of chair and clerk• a statement on progress in implementing the action plan drawn up following an inspection• a financial statement, including gifts made to the school and amounts paid to governors for expenses• information about school security• 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

	<p>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> <ul style="list-style-type: none"> • how teachers' professional development impacts on teaching and learning • number of pupils on roll
Instrument of Government	<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 any person entitled to appoint any category of governor • Details of any trust • The date the instrument takes effect
Minutes of meeting of the Governing Body and its committees	Minutes from governors' board and committee meetings [current and last full school year]

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

Class	Description
Curriculum Policy	Statement on following the policy for Early Years Foundation Stage
Sex Education Policy	Written statement of policy with regard to sex education
Pupil Discipline	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate

School Policies - this section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of HM Inspectors referring expressly to the school	Report of an inspection of the school and the summary of the report
Post Inspection action plan	A plan setting out the actions required following an Ofsted - Estyn in Wales - 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 of which charges are permitted, for example music tuition, trips
School session times	Details of school session and dates of school terms and holidays
Special Education Needs	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Written plan of improvements to access for pupils with disabilities
Health and Safety Policy	Written 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
Child Protection Policy	Statement of general principles on Child Protection arrangements (from March 2004)
Complaints procedure	Statement of procedures for dealing with complaints
Staff Appraisal	Statement of procedures adopted by the Governing Body relating to staff appraisal
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 instrument, departmental circulars and administrative memoranda sent by the Department of Education and Skills 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 need to make a complaint then initially this should be addressed to:-

Mrs. J. Graham

Beechdale Nursery School

Beechdale Road

Consett

Co. Durham

DH8 6AY

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 Office of the Information Commissioner. 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 545 745

E Mail: data@dataprotection.gov.uk