



The Ellis CE (VA) Primary School

School Publication Scheme

(Information available under the Freedom of Information Act 2000)

Completed and approved RH. To be reviewed April 2023.

This is The Ellis CE Primary School 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

Our School Aims:

- * To create a secure, happy and loving environment.
- * To meet the needs of all individuals.
- * To ensure high standards of both teaching and learning.
- * To encourage the fulfilment of potential and recognise achievement.
- * To meet the requirements of the National Curriculum.
- * To provide a broad and balanced education to develop the whole child.
- * To encourage the children to be self-disciplined, caring and responsible towards others.
- * To promote positive self-esteem, confidence and independence.
- * To constantly reflect the Christian ethos of our school in our relationships with the children, their families and the wider community.

Our Mission Statement:

As a Church of England Primary School, as well as the school for the village of Hemingfield, our mission is to create a successful learning environment which will clearly reflect the Christian values of our foundation. We can do this by:

- * Recognising that the education of the children involves partnership.
- * Recognising that each member of our community has a unique potential to fulfil.

- * Creating an environment where the confidence and self-esteem of each individual is nurtured.
- * Meeting the requirements of the National Curriculum through careful planning and resourcing.
- * Monitoring and improving the quality of the service we provide.

Our aim is to provide our children with a loving and happy school where Christian values guide moral and spiritual development for the future 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 three broad topic areas:

Governors' Documents – Minutes of Governor's meetings can be found in the Governing Body file in the Headteacher's office.

Pupils & Curriculum – Half termly curriculum information is sent via a class newsletter by each class teacher.

School Policies and other information related to the school – policies and information that relate to the school in general are available on the school website.

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: h.fiddes@theellis.org

Tel: **01226 753383**

Address: The Ellis CE Primary School, School Street, Hemingfield, Barnsley, S73 0PS

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 videos 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

Governors' Documents – this section sets out information relating to the governing body.

Class	Description
Governing Body File	<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 • a description of the school's arrangements for security of pupils staff and the premises • 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 • a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning • 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 • a statement of the extent to which proposals in the post- inspection action plan have been carried into effect
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 anyone 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 <i>[current and last full academic school year]</i>

Pupils and Curriculum – this section sets out information published on our website.

Class	Description
School Website	<p>The statutory contents of the school website are as follows, (other items may be included on the website at the school's discretion):</p> <p>the name, address and telephone number of the school, and the type of school</p> <p>Details of school session and dates of school terms and holidays</p> <p>the names of the head teacher and chair of governors</p> <p>information on the school policy on admissions and over subscription criteria</p> <p>a statement of the school's ethos and values</p> <p>details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</p> <p>National Curriculum assessment results for appropriate Key Stages, with national summary figures</p> <p>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</p> <p>Pupil Premium funding and the effect on attainment</p> <p>PE and Sport Premium funding and the effect on attainment</p>

School Policies - This section gives access to information about policies and other information that relates to the school.

Class	Description
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	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.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
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
Complaints procedure	Statement of procedures for dealing with complaints

Our website is at www.theellisschool.org.uk

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 Mrs R Hurding, Headteacher.

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.

Website : www.informationcommissioner.gov.uk

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