



CONWAY PRIMARY SCHOOL

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

CONTENTS

Background	Page 3
Responsibility for the Policy	Page 3
Aims and Objectives of Conway Primary School	Page 4
Categories of Information Published under the Scheme	Page 4
How to Request Information	Page 4
How to Pay for Information	Page 5
Feedback and Complaints	Page 5
Classes of Information Currently Published	
Governing Body	Page 6
Pupil and the Curriculum	Page 6
School Management and Related Matters	Page 7

Background

At Conway Primary School we are committed to an open relationship with our parents, children and the wider community. In order to support this aim we seek to publish a range of documents under a 'seek to share' approach.

The approach taken by the school complements the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document), which requires public authorities, including all maintained schools, to be clear and proactive about the information they make public.

To do this the school has produced this publication scheme, setting out:

- The classes of information that will or will intend to publish
- The manner in which the information will be published
- Whether the information will be available free of charge or on payment

All information in the Conway Primary School publication scheme is either available on our website or is available in paper form from the school. Some information, which is held by the school, may not be made public, for example that which is covered by the Data Protection Act.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office.

Responsibility for the Policy

The School and Community Development Committee owns this policy on behalf of the governing body. However, the execution and the day-to-day procedures are delegated to the Headteacher and School Business Manager. Unless driven by other factors the committee will review the policy as part of its review schedule.

Approved on behalf of the Governing Body of Conway Primary School

Signed

Date

Role

Aims and Objectives of Conway Primary School

This publication scheme is a means of demonstrating to the school community and beyond how we, at Conway Primary School, are pursuing our aim to:

- ❑ Promote each child's full academic, personal and social development
- ❑ Create a happy, stimulating environment which reflects the cultural diversity within society and where children feel valued and learn respect for themselves and other people
- ❑ Provide a broad and balanced curriculum relevant to the needs of all the children in the school
- ❑ Help each child develop a lively and enquiring mind and an appropriate degree of independence in their work and judgement
- ❑ Foster motivation and the ability to concentrate and persevere
- ❑ Help each child develop the ability to identify and solve problems independently and to apply their knowledge and skills
- ❑ Help each child learn to make decisions within an accepted moral code and to develop the ability to work in cooperation with others
- ❑ Encourage the understanding and tolerance of other cultures and ways of life and to develop an awareness of our responsibilities as citizens of the world
- ❑ Ensure the school is lead and managed in an effective manner in order to support educational outcomes for our pupils and deliver a positive working environment for our staff

Categories of information published under the scheme

This publication scheme guides interested parties to information which we currently publish (or have recently published) or which we will publish in the future. The publication scheme is split into categories of information known as 'classes'. The classes of information that we undertake to make available are organised into three broad topic areas:

- ❑ The Governing Body: Information published with regard to the governing body's work and responsibilities
- ❑ Pupils and the Curriculum: Information published with regard to pupils and the school curriculum
- ❑ School Management and Related matters: Information published with regard to policies relating to the management of the school

How to request information

Individuals who are unable to access the information included within this publication scheme through the school website are invited to contact the school at the following address in order to receive a hard copy version.

Contact: The School Business Manager
Email: admin@conway.greenwich.sch.uk
Tel: 020 8854 0897
Fax: 020 8331 0003
Contact Address: Conway Primary School
Galloson Road
Plumstead
London
SE18 1QY
www.conwayprimaryschool.co.uk

Paying for information

Information published on our website is free. Applicants are invited to visit the local library if they do not have domestic Internet access.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If a request means that the school is required to undertake a large volume of photocopying or printing, pay a large postage charge or incur a cost to reproduce the requested information the cost involved a charge will be made to the applicant. However, if a charge is likely to school will contact the applicant before fulfilling the request. Within the scheme a pre-determined charge is indicated by a £ sign in the description box.

Feedback and Complaints

Conway school encourages feedback and welcomes views on this publication scheme through the School Business Manager at the address above. The school Business Manager is also available to offer help and advice when navigating the scheme.

While every effort is made to meet the expectations set out in this publication scheme there may be occasion where the needs of an application are not met or where the level of service provided by school staff does not meet our normal high standards. In such circumstances the applicants are invited to make a complaint to the Headteacher, at the address above.

Any unresolved complaints are forwarded to the Information Commissioner's Office at the following address. This is the organisation that has responsibility for dealing with all formal complaints made under the FOIA.

Email: casework@ioc.org.uk
Helpline: 0303 123 1113 (local rate) or 01625 545 745 (national rate)
Fax: 01625 524 510
Contact Address: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Website : www.informationcommissioner.gov.uk

Category of Information Currently Published

The Governing Body

Document	Description
Instrument of Government	Detailing the constitution of the Governing Body
Minutes of the GB and its committees	Agreed minutes of meetings of the governing body and its committees for the current and last full academic year NB. Some information might be confidential or otherwise exempt from the publication by law therefore this will not be publish.
GB Expenses Policy	Statement of policy with regard to the claiming of expenses by the governing body
GB Monitoring Visits Policy	Statement of policy with regard to school monitoring visits undertaken by the GB
GB Best Value Statement	Details of the GB's commitment to delivering the principles of 'Best Value' to ensure continuous improvement across all aspects of the school
GB Code of Practice	Detailing the expectations of each governor
GB's Monitoring and Evaluation Policy	Statement of policy with regard to the GB's role and responsibly in monitoring the school's strategic management and education impact

Pupils and the Curriculum

Document	Description
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
Learning and Teaching Policy	A statement of policy with regard to secular curriculum subjects and religious education, schemes of work and syllabuses currently used by the school
Sex Education Policy	A statement of policy with regard to sex and relationship education delivered by the school
Special Education Needs Policy	A statement of policy with regard to pupils with Special Educational Needs

Accessibility Plans	Plan for increasing participation of disabled pupils and others in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Collective Worship Policy	Statement of policy with regard to the daily act of collective worship
Child Protection Policy	Statement of policy with regard to safeguarding and promoting welfare of pupils at the school.
Pupil Behaviour Policy	Statement of policy with regard to principles on behaviour including the school's reward and sanction strategy
Anti-Bullying Policy	Statement of policy with regard to bullying including cyber-bullying
Education Charging Policy	A statement of the school's policy with respect to charges in support of the curriculum
Educational Visits Policy	Statement of policy with regard to all activities which take place of site including procedures for risk assessments

School Management and Related Matters

Document	Description
School Prospectus	The statutory contents of the school prospectus
OfSTED Reports	Details of all previous OfSTED reports
School session times and term dates	Details of school session and dates of school terms and holidays
Statement on Term-Time Holiday Requests	A statement on the school position on requests to remove children from school during term-time
Complaints Procedure	Statement of procedures for dealing with complaints against the school
Performance Management Policy	Statement of policy with regard to the performance management of staff including the role of the GB in the Headteacher's performance management.
Staff Conduct, Discipline and Grievance Policy	Statement of policy with regard to the conduct and discipline of school staff and procedures by which they may seek redress for grievance
Pay Policy	Statement of policy with regard to staff pay

Whistle-blowing Statement	The school's whistle-blowing procedures
Corporate Strategy Map	Graphic representing the current school strategy
Finance Policy	Statement of policy with regard to financial management and responsibilities
Financial Statement	(i) Details of the financial statement for the previous FY (ii) Details of the financial statement for the current FY
Health and Safety Policy	Statement of policy with regard to health and safety on the school site covering all members of the school community
Equality & Diversity Policy	Statement of policy with regard to equality incorporating the Race Equality Policy and the Disability and Gender Equality Schemes
Lettings Policy	Statement of policy with regard to hiring the premises outside of the school day
Data Protection Policy	Statement of policy with regard to the procedures for handling data across the school
Records Retention Schedule	Details of how records are managed during their life-cycle and beyond
FOIA Publication Scheme	Details the policies and documents that published by the school