



Hallam Fields Junior School

This is Hallam Fields Junior School Publication Scheme Guide to 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:

- *Enable every child to fulfil their learning potential, with education that meets the needs of each child,*
- *Help every child develop the skills, knowledge and personal qualities needed for life and work,*

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 topic areas:

- *School Prospectus – information published in the school prospectus.*
- *Governors' Documents – information published in governing body documents.*

¹Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

*Available on request from school office

- *Pupils & Curriculum* – information about policies that relate to pupils and the school 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 or letter. Contact details are set out below.

Email: enquiries@hallamfields.derbyshire.sch.uk

Telephone: 0115 9322568

Contact Address: Hallam Fields Junior School, Longfield Lane, Ilkeston, Derbyshire DE7 4DB

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 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.

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

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be by included in the prospectus 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 head teacher and chair of governors • Information on the school policy on admissions • A statement of the school’s ethos and values • 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 • Information about the school’s policy on providing for pupils with special educational needs • Number of pupils on roll and rates of pupils’ authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • The arrangements for visits to the school by prospective parents
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

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	<ul style="list-style-type: none"> • 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 body entitled to appoint any category of governor • 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 & 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 the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Remote Education Policy	Statement of policy with regard to the provision of education during periods of remote working – whether for an individual pupil or many.
Relationship Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Administration of Medicines Policy	Statement of policy relating to the administration of medication in situations where medicines are required. This applies to <i>both prescription and non-prescription medicines</i> where taking these is essential during school time to allow a pupil to attend school
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
Equal Opportunities Policy	Statement of policy for promoting the provision of education fairly to all pupils within the school and to give equal treatment to its employees, pupils and members of the community regardless of their age, disability, HIV status, marital status, ethnicity, religion, sex, sexual orientation, or national origin
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school
Children in Care Policy	Statement of policy for the provision of a safe, secure and welcoming environment for all children and young people, which maximises the abilities of all children in order to release their potential. To also bring the educational achievement of our Children in Care closer into line with children of their age who attend the school
Homework Policy	Statement of policy regarding the school's expectations for homework which refers to anything children do outside the normal school day that contributes and supports children's learning to assist in raising attainment
Positive Behaviours Policy and Anti Bullying	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

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

Class	Description
Published reports of Ofsted referring expressly to the school	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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character (as required)*
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
School session times and term dates	Details of school session and dates of school terms and holidays
Pupil Premium Funding	Details of the school’s strategy for the use of the pupil premium funding for the current and previous academic year including the grant allocation, summary of the main barriers to educational achievement, spending plan, impact and annual review
PE & Sports Funding	Details of the current academic year’s PE and sport premium allocation, breakdown of spending plan, impact and annual review.
Catch Up Funding	Details of grant allocation, spending plan, effect of expenditure on educational attainment and how this will be assessed
Health and Safety Policy and risk assessment	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
Data Protection and GDPR Compliance	Statement of general policy in relation to processing personal information to ensure this is dealt with properly and securely and in accordance with the legislation
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of staff/teachers	Statement of procedures adopted by the governing body relating to the performance management for staff and teachers
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 instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher 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 Headteacher**.

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If you are not satisfied with the assistance that you get or 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 545745 Email: casework@ico.gsi.gov.uk

Date of Policy: 25th March 2021

Signed: (Headteacher)

Signed: (Chair of Governors)

Review Date: Spring 2022