



This is the Dawley Brook Primary 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 maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a 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 to download and print off from our website, or available in paper form.

Some information we hold may not be made public, for example personal information, or that protected by the Data Protection Act. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

Dawley Brook aims to develop children who:

- can think and learn for themselves (independently)
- aim high, work hard and always try their best (can problem solve and persevere)
- can live, work and play together happily (show social and racial harmony)
- respect themselves and others (self confidence and equality)
- are proud of what they can do, and face new challenges positively (aware of their own level of achievement and target further development)

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, have recently published, or will publish in the future, This is split into categories of information known as 'classes'. These are contained in section 6 of the 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 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 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, or you can visit our website

website www.dawleybrookschoo.com

email info@dawley.dudley.gov.uk

telephone 01384 818770

fax 01384 818771

contact address Dubarry Avenue, Kingswinford, DY6 9BP

To help us to process your request quickly, please mark any correspondence '**PUBLICATION SCHEME REQUEST**' (in capital letters).

If the information you require is not available via the scheme, and is not on our website, you can still contact the school to ask if it is available.

5. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website at the 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 involves a lot of photocopying, printing, or postage costs, then we will let you know the cost before fulfilling your request. Where there is a charge, this will be indicated by a £ sign following the description.

6. Classes of Information Currently Published

**** indicates that this information will be available on the school web site**

a) School Prospectus **

The statutory contents of the school prospectus are as follows, (other items are included in the prospectus at the school's discretion):

- The name, type, address and telephone number of the school
- The names of the headteacher 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 any 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 absence
- National curriculum assessment results for appropriate key stages, with national summary figures
- The arrangements for visits to the school by prospective parents

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

i) The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion): **

- Details of the governing body membership including the 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 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 from 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
- 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

ii) Instrument of Government **

- 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 anybody 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

iii) Minutes¹ of meetings of the governing body and its committees

Agreed minutes of meetings of the governing body and its committees for the current and last full academic year (£)

c) Pupils and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum

- Home school agreement – Statement of the school's aims and values, the school's responsibilities, parental responsibilities and the pupils' responsibilities – expectations in terms of e.g. homework **
- Curriculum Policy – Statement on following the policy for the secular curriculum subjects and religious education and schemes of work currently used by the school **
- 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 **
- Access Plans – plan for increasing participation of disabled pupils in the school curriculum, improving accessibility and the delivery of information to disabled pupils **
- Race Equality Policy – statement of policy for promoting race equality **
- Collective worship – statement of arrangements for the required daily act of worship **
- Child Protection Policy – Statement of policy for safeguarding and promoting the welfare of pupils at the school **
- Pupil Discipline – Statement of general principles on behaviour and discipline and of the measures taken by the headteacher to prevent bullying **

d) School Policies and other information related to the school

This section gives access to information about policies that relate to the school in general

- Published reports of Ofsted referring expressly to the school – last inspection report and the summary **
- Post Ofsted Action Plan – a plan setting out the actions required following the last Ofsted inspection **
- Charging and Remission Policy – 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, e.g. school publications, music tuition, visits, (£)
- School session times and term dates for the current academic year **

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

- Health and Safety Policy and risk assessment – statement of general policy with respect to health and safety of employees (and others) and the organisation and arrangements for carrying out the policy **
- Complaints procedure **
- Performance Management of Staff – statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the headteacher on the effectiveness of procedures (£)
- 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 for Education and Skills to the headteacher, or governing body relating to the curriculum **
- Annex A – provides a list of other documents that are held by the school and are available on request

7 Feedback and Complaints

We welcome any comments and suggestions you may have about the scheme. If you want to make any comments, or if you require further assistance or wish to make a complaint, then initially complaints should be addressed to the head teacher or chair of governors

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 is necessary, 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

Email: publications@ic-foi.demon.co.uk

Website: www.informationcomissioner.gov.uk

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Annex A – Further documents held by the school

- Curriculum newsletters – parent information with regard to specific curriculum for the term, available for current term and previous terms in the current academic year **
- Monthly Newsletter – information to parents with regard to special events, competitions etc, available for the current academic year **
- Internet usage form – statement with regard to use of internet in school and the safeguards employed by the school