



Publication Scheme 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. In the future it may be available on the school website for you to download and print off.

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,
- 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 which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- i. School Prospectus - Information published in the school prospectus.

- ii. Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.
- iii. Governors' Documents - Information published in the governing body documents.
- iv. 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 in writing by letter, email or fax. Contact details are set out below.

Email: admin@walnuts.milton-keynes.sch.uk
 Tel: 01908 563885
 Fax: 01908 555617
 Address: The Walnuts School
 Admiral Drive
 Hazeley
 Milton Keynes
 MK8 0PU

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

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, pay a large postage charge or is for a priced item such as some printed publications or DVDs, we will let you know the cost before fulfilling your request.

6. Classes of Information Currently Published

- i. **School Prospectus** - Information published in the school prospectus.
- ii. **Pupils and Curriculum** - This section gives access to information about policies that relate to pupils and the school curriculum.

CLASS	DESCRIPTION
Home School Agreement	Statement of the school's responsibilities, the parental/carers responsibilities and the school's expectations of its pupils.

CLASS	DESCRIPTION
Subject/ Department	Policies, development plans and actions plans for all subjects delivered within 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.
Accessibility Plans	Statement of how we ensure all that we do is accessible for disabled pupils, curriculum, environment etc.
Safeguarding Policy	School policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	Statement of general principles on behaviour of pupils whilst in school.

- iii. ***Governors' Documents*** - Information published in the governing body documents.
- iv. **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 Ofsted reports	Published report of the last inspection of the school
Post-Ofsted inspection action plan	A plan describing actions taken following the last Ofsted inspection.
Charging and Remissions Policies	A statement of the school's policy with regard to charges and remissions.
School times and dates	Details of school times and dates of school terms and holidays.
Health and Safety Policy and Risk Assessment	Policies relating to health and safety at work of employees (and others) that of pupils and risk assessment policy.
Complaints Procedure	Policy relating to procedures for dealing with complaints.

CLASS	DESCRIPTION
Performance Management of Staff	Policies adopted by the Governing Body relating to the performance management of staff.
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.
DBS	Disclosure and Barring Service Record of Recruitment and Vetting Checks Policy and Procedure.

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you require further assistance or wish to make a complaint then initially this should be addressed to the school.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and wish to take this further 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: 0303 1231113

Website : <https://ico.org.uk>

Policy Reviewed May 2017