**RUSSELL LOWER SCHOOL**

**Freedom of Information Publication Scheme.**

This is Russell Lower School’s 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.

1. **Vision**

At Russell, we educate the whole child. Our vision is:

* To **challenge** and inspire children to become intellectually curious
* To ensure children are happy, safe and **enjoying** their education.
* To be proud, confident and **respectful**
* To work together to ensure every child can **succeed** and exceed expectations

This publication scheme is a means of showing how we are pursuing this vision. More detail can be found in our vision document on the website to download and print off or available in paper form.

1. **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/website* – information published in the school prospectus and on the website

*Governors’ Documents* - information published on the school website and in other governing body documents.

*Pupils and 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.

1. **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 or you can visit our website at [www.russell-lower.co.uk](http://www.russell-lower.co.uk)

Contact Address: Russell Lower School

 Queens Road, Ampthill, Beds. MK45 2TD

Email: office@russell-lower.co.uk

Telephone: 01525 755664

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.

1. **Paying for information**

Information published on our website is free, although you may incur costs from your internet service provider.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If you request involves a large amount of photocopying or printing, or pay a large postage charge, we will confirm the cost before fulfilling your request.

1. **Classes of Information currently published**

**School Prospectus/website –** this section sets out information published in the school prospectus and/or on the website

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| **Class** | **Description** |
| SchoolProspectus/website | The contents of the school prospectus and statutory contents of the school website (as outlined by the DfE) are as follows, (other items may be included in the prospectus at the school’s discretion):* school contact details, including the name and contact for the SENDCO and the type of school
* the names of the Head teacher and Chair of governors
* information on the school policy on admissions
* a statement of the school's vision
* a link to the school and collage performance tables service
* details of the content of our curriculum
* our behaviour policy
* our complaints policy
* the allocation of Pupil Premium funding to the school, its use and impact on attainment.
* the allocation of Sports Premium to the school, its use, impact and sustainability
* information about the school's policy on providing for pupils with special educational needs
* Governors information and duties
* charging and remissions policy
* the arrangements for visits to the school by prospective parents
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**Governor’s Documents and other information relating to the governing body –** this section sets out information published on the school website and in other governing body documents.

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| **Class** | **Description** |
| 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 governors if less than 4 years
* The name of any body 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
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| Minutes of meeting of the governing body and its committees (Some information might be confidential or otherwise exempt from the publication by law – we cannottherefore publish this) | * Agreed minutes of meetings of the governing body and its committees including the current and last full academic school year
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| Statutory Information | The statutory information available:* Details of the governing body and their category of membership, clearly identifying the Chair, Vice-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 the Ofsted actions have been completed (SEF)
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**Pupils & Curriculum Policies -** This section gives access to information about policies that relate to pupils and the school curriculum

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| **Class** | **Description** |
| Curriculum Policy | Statement on following the policy for the secular curriculum subjects and religious education schemes of work currently used by the school |
| Relationships and Sex Education Policy | Statement of policy with regard to sex and relationship education |
| Inclusion Policy | Information about the school's policy on providing for pupils with special educational needs |
| Special Education Needs Policy | Information about the school’s policy on providing for pupils with special educational needs |
| RE Policy | Information on the school’s policy and the right of parents to withdraw children. |
| 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 |
| Equality Policy | Statement of policy for promoting race equality |
| Collective Worship | Statement of arrangements for the required daily act of collective worship |
| Safeguarding and Child Protection Policy | Statement of policy for safeguarding and promoting welfare of pupils at the school |
| Behaviour Policy | Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying |

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

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| **Class** | **Description** |
| Published Ofsted Reports | Published report of the last inspection of the school and the summary of the report  |
| Charging and Remissions Policies | A statement of the school’s policy with respect to charges and remissions for any optional extras 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 |
| 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 |
| Complaints procedure | Statement of procedures for dealing with complaints |
| Performance Management Policy | 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 appraisal 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 policies and statutory instruments | Any statutory instruments/departmental circulars sent by the DfE relating to the curriculum |
| Other documents | Please see our website or phone the school for a full list of other documents that are held by the school and are available on request or can be downloaded from the website. |

1. **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, **Mrs Nicolette Walker, Russell Lower School, Queens Road, Ampthill, Bedfordshire MK45 2TD**

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 contact at:

Information Commissioner,

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF