



THE ASHBY FEDERATION

FREEDOM OF INFORMATION

Approved by:	Executive Head Teacher
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Last reviewed on:	April 2023
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Next review due by:	April 2026
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This is The Ashby Federation - Denton Primary School and Yardley Hastings Primary 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 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,

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 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 Website – information published in the school website

Governors' Documents – information published in the Governors' Profile 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 school policies and general information.

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:-

Denton Primary School

Email: bursar@denton.northants-ecl.gov.uk

Tel: 01604 890330

Contact Address: Denton Primary School, Vicarage Lane, Denton, Northampton, NN7 1DT

Yardley Hastings Primary School

Email: bursar@yardleyhastings.northants-ecl.gov.uk

Tel: 01604 636268

Contact Address: Yardley Hastings Primary School, Castle Ashby Road, Yardley Hastings, Northampton, NN7 1EL

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 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.

6. Classes of Information Currently Published

School Website – this section sets out information published on the school website.

Class	Description
School Website	<p>The statutory contents of the school website are as follows, (other items may be included in the website 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 the head teacher and chair of governors• information on the school policy on admissions• link to most recent Ofsted report• exam and assessment results - Key Stage 2• link to school performance table service• curriculum information• behaviour• school complaints procedure• pupil premium information and report• pe and sport premium• SEN and disability information• Governors information and duties – names, attendance at meetings, annual report to parents,• Charging and remission policies• Values and ethos statement

Governors

Class	Description
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• 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• Details of any trust• If the school has a religious character, a description of the ethos• The date the instrument takes effect

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Curriculum Overview	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
RSE Policy	Statement of policy with regard to sex and relationship education
Special Education Needs and Inclusion Policy	Information about the school's policy on providing for pupils with special educational needs
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 Information and Objectives	School information on equality
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the Executive 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.

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
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. See school prospectus.
Health and Safety Policy/ risk assessments	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. Separate and individual Risk Assessments are made for educational visits – see file.
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff
Staff Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

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 Chair of Governors at the above address.

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 contacted at:

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

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk