



## Federation Publication Scheme on information available under the Freedom of Information Act 2000

# STATUTORY POLICY

### School Mission Statement

*“...if you have faith as small as a mustard seed...nothing will be impossible.”*  
(Matthew: 17 v20)

#### **VISION STATEMENT:**

Our vision is to put *God* and *Family* at the heart of all we do. As a *nurturing* community, we use the parable of The Mustard Seed “*...if you have faith as small as a mustard seed...nothing will be impossible.*” (Matthew: 17 v20) This guides the way we value and treat all members of our school community. Through our pastoral care and our rich curriculum experiences we provide a safe and dynamic learning environment in which all can flourish.

#### **To grow in: Faith, Love, Compassion, Kindness, Respect & Forgiveness**

Our six Christian Values are at the heart of our vision. Every day we aspire to grow in **Faith, Love, Compassion, Kindness, Respect and Forgiveness**, so that our school family may experience the joy and hope of “**life in all its fullness**” (John: 10 v10)

Review every 3 years	
Reviewed: Dec. 2018	Next review: Term 1 2021

**Federation Publication Scheme on information available under the  
Freedom of Information Act 2000**

**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 federations, 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 on 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.

This policy is read within the context of the Christian values and teachings of our Federation.

**Aims and Objectives**

The overall aim of our federation is to develop, in partnership with their parent/carers, happy, well-motivated pupils in a caring and stimulating learning environment. We strive to develop pupils who are well prepared to derive maximum benefit from their secondary education and who are ultimately fit for a life of work, leisure, family and community responsibilities.

- We constantly strive to raise standards and work hard to ensure that no child's progress is limited.
- We provide a curriculum that the children will find exciting, challenging and fulfilling. We aim to develop children with enquiring minds and the ability to question, reason and communicate.
- We recognise the range of experiences that children bring to school and the value these have.
- We believe that partnership between school and home is crucial to success. We greatly value support from parents and carers and know that good communication between home and school is essential.
- We know that children thrive on praise and encouragement and work hard to acknowledge their achievements.
- We want children to enjoy their time at school, to work hard and to become life-long learners. We believe that children can achieve well whatever their ability.
- We recognise that some children may need additional help at some point in their school lives. We aim to identify children's needs quickly and to act swiftly; we believe that early intervention is essential. We recognise the value of parental input to this work.
- We develop a staff team and Governing Body who are knowledgeable and forward-looking and support the drive for continued federation improvement.
- We work to develop ever closer links with the community. We recognise that education is a continuous and life-long process and that the federation plays a vital role in the local community and the local community in the federation.

and this publication scheme is a means of showing how we are pursuing these aims.

## 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 outlined later in this document.

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

*School Website* - information published on website is available in HARD COPY through the school office.

*School Prospectus* – information published in the school prospectus and available in HARD COPY from the office.

*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 federation curriculum.

*Federation Policies and other information related to the federation* – information about policies that relate to the federation in general.

## How to request information

If you require a paper version of any of the documents within the scheme, please contact the federation by telephone, email, fax or letter. Contact details are set out below:

The Downs CEP School

Email: [secretary@thedowns.me](mailto:secretary@thedowns.me)

Website: [www.downs.kent.sch.uk](http://www.downs.kent.sch.uk)

Tel: 01304 372486

Fax: 01034 380471

Contact Address: Owen Square  
Walmer, Kent  
CT14 7TL

Northbourne CEP School

Email: [secretary@northbourne.me](mailto:secretary@northbourne.me)

Website: [www.northbourne-cep.kent.sch.uk](http://www.northbourne-cep.kent.sch.uk)

01304 611376

Coldharbour Lane  
Northbourne, Nr Deal, Kent  
CT14 0LP

To help us process your request quickly, please clearly mark 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 federation to ask if we have it.

## 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 or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise later in document. 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.

**Classes of Information Currently Published**

**School website**

<b>Class</b>	<b>Description</b>
<b>Specified information on school website</b>	<ol style="list-style-type: none"> <li>1. The name, postal address and telephone number of the school, and the name of a person to whom enquiries should be addressed.</li> <li>2. The determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place; or</li> <li>3. Information as to where and by what means parents may access the most recent report about the school published by her Majesty’s Chief Inspector of Education, Children’s Services and Skills.</li> <li>4. The school’s most recent key stage 2 results as published by the Secretary of State under the column headings in the School Performance Tables published on the Department for Education’s website:</li> <li>5. Information as to where and by what means parents may access the School Performance Tables published by the Secretary of State on the Department for Education’s website.</li> <li>6. <b>The following information about the school curriculum—</b> <ol style="list-style-type: none"> <li>(a) in relation to each academic year, the content of the curriculum followed by the school for each subject and details as to how additional information relating to the curriculum may be obtained;</li> <li>(b) in relation to key stage 1, the names of any phonics or reading schemes in Operation.</li> </ol> </li> <li>7. The measures determined by the Headteacher under section 89 of the Education and Inspections Act 2006 (determination by Headteacher of behaviour policy).</li> <li>8. The amount of the school’s allocation from the Pupil Premium grant in respect of the current academic year; details of how it is intended that the allocation will be spent; details of how the previous academic year’s allocation was spent, and the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated.</li> <li>9. The amount of the school’s allocation from the Sports premium grant in respect of the academic year; details of how it is intended that the allocation will be spent; details of how the previous academic year’s allocation was spent and the impact of this on the school’s sports provision.</li> <li>10. The report prepared by the school under section 317(5)(a) of EA 1996 (duties of governing bodies in relation to special educational needs).</li> <li>11. The school’s charging and remissions policy determined by them under section 457 of EA 1996.</li> <li>12. A statement of the school’s ethos and values.”</li> <li>13. Term dates for the academic year</li> <li>14. <b>Staffing structure and names of staff in the school.</b></li> <li>15. Who’s who on the Governing Body and the basis of their appointment</li> </ol>

**School Prospectus** – this section sets out information published in the federation prospectus.

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the federation’s discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school/federation, and the type of federation</li> <li>• the names of the head of school and chair of governors</li> <li>• information on the school/federation policy on admissions</li> <li>• a statement of the school/federation’s ethos and values</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious</li> </ul>

	<p>education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</p> <ul style="list-style-type: none"> <li>• information about the federation's policy on providing for pupils with special educational needs</li> <li>• the arrangements for visits to the federation by prospective parents</li> </ul>
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**Governors' Annual Report and other information relating to the governing body** –this section sets out information published in the Governors' Annual Report and in other governing body documents. (To be replaced by Federation Profile).

Class	Description
<b>Governors' Annual' Report</b>	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the prospectus at the federation's discretion):</p> <ul style="list-style-type: none"> <li>• details of the governing body membership, including name and address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the federation and amounts paid to governors for expenses</li> <li>• a description of the federation's arrangements for security of pupils, staff and the premises</li> <li>• 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</li> <li>• a description of the arrangements of 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 federation by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the federation</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• a statement of the extent to which proposals in the post-inspection action have been carried into effect.</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the federation</li> <li>• The category of the federation</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the federation has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes of meeting of the governing body and its committees</b>	<p>Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic federation year</i>]</p>

**Pupils & Curriculum Policies** – This section gives access of information about policies that relate to pupils and the federation curriculum.

Class	Description
Home – federation agreement	<p>Statement of the federation's aims and values, the federation's responsibilities, the parental responsibilities and the federation's expectations of its pupils for example homework arrangements</p>

Curriculum Policies	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the federation
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Educational Needs Policy	Information about the federation's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the federation's curriculum, improving the accessibility of the physical environment and improving delivery of information of disabled pupils.
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 federation
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head of school to prevent bullying.

*For other policies, please refer to our website*

**Federation Policies and other information related to the federation** – This section gives access to information about policies that relate to the federation in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the federation	Published report of the last inspection of the federation and the summary of the report and where appropriate reports of religious education in those federations 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 federation is designated as having a religious character
Charging and Remissions Policies	A statement of the federation's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example federation publications, music tuition, trips
Federation session times and term dates	Details of federation session and dates of federation 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 of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head of school on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of federation 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 head of school or governing body relating to the curriculum

## **Feedback and Complaints**

We welcome any comments and 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 head of school.

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

<b>Enquiry/Information Line:</b>	0303 123 1113 / 01625 545700
<b>E-mail:</b>	publication@ic-foi.demon.co.uk.
<b>Website:</b>	<a href="http://www.ico.gov.uk">www.ico.gov.uk</a>