

**Roberts Primary School Publication Scheme
on information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

1. Introduction to 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.

2. Aims and Objectives

The school aims to:

- *encourage the children to develop positive attitudes to learning and to achieve high standards of success;*
- *provide equality of opportunity for all children and staff;*
- *foster close co-operation between the school, home and wider community;*
- *help children to acquire a set of moral and spiritual values and develop habits of self-discipline and acceptable behaviour;*
- *help children to understand the world in which they live and so become caring, reliable and responsible members of society.*

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 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.

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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 at www.robertsprimary.org.uk)

Email: info@roberts.dudley.sch.uk

Telephone: 01384 818275

Fax: 01384 818276

Contact Address: Roberts Primary School, Robert Street, Lower Gornal, Dudley, West Midlands, DY3 2AZ

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” in CAPITALS please.

If 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.

5. Paying for information

Information published on our website is free, 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 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. Where there is a charge, this will be indicated by a £ sign in the description box. School will not charge parents for any information that is requested which is published as part of the school’s obligations under The School Information (England) (Amendment) Regulations 2016 even if it is also listed as information that should be made available under the Publication Scheme.

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6. Classes of Information Currently Published

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

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</p> <p>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 A statement of the school’s ethos and values</p> <p>Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ right to withdraw their child from religious education ad collective worship and the alternative provision for those pupils Information about the school’s policy on providing for pupils with special educational needs</p> <p>Number of pupils on roll and rates of pupil authorised and unauthorised absences National Curriculum assessment results for appropriate Key Stages, with national summary figures</p> <p>The arrangement for visits to the school by prospective parents.</p>

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.

Class	Description
Governors’ Annual Report	<p>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):</p> <p>Details of the governing body membership, including name and address of chair and clerk A statement on progress in implementing the action plan drawn up following an inspection</p> <p>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</p> <p>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</p>

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	<p>the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</p> <p>A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</p> <p>Number of pupils on roll and rates of pupil authorised and unauthorised absence National Curriculum assessment results for appropriate Key Stages, with national summary figures a</p> <p>A statement of the extent to which proposals in the post – inspection action plan have been carried into effect</p>
Pupil Premium	The allocation of funding to school, its use and impact on attainment.
P.E. and Sports Premium	The allocation of funding to school, its use and impact.
Instrument of Government	<p>The name of the school</p> <p>The category of the school</p> <p>The name of the governing body</p> <p>The manner in which the governing body is constituted</p> <p>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</p> <p>If the school has religious character, a description of the ethos</p> <p>The date the instrument takes effect</p>
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees (current and last full academic school year) except where marked as private and confidential

Pupils and Curriculum Policies – 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 aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Policy	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
Race Equality Policy	Statement of policy for promoting race equality
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 school (March 2004)

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Pupil Discipline	Statement of general principles on behaviour and discipline and of measure taken by the headteacher to prevent bullying
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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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspections of religious education where the school is 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
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 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 circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the headteacher or governing body relating to the curriculum
Annex A – other documents	Annex A provides a list of other documents that are held by the school and are available on request

Information available on our website
 Our website is at www.robertsprimary.org.uk

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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 Mrs Dawn Hunt, Roberts Primary School, Robert Street, Lower Gornal, Dudley, West Midlands, DY3 2AZ

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

Website: www.informationcommissioner.gov.uk

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Annex A – Further documents held by the school

Name of Document	Description
Admissions Policy	Adopted policy of Dudley Local Authority: Policy for Admission Arrangements for Community and Voluntary Controlled Primary School Maintained Nursery Classes 2007/2008. Policy for Admission Arrangements and Admissions Numbers for Community and Voluntary Controlled Primary Schools and Proposed Co-ordinated Scheme for all Primary Schools – Normal Age of Entry 2007/2008 Academic Year.
Attendance Policy	This policy sets out the school's plans to encourage and support parents with good attendance including procedures around requesting sessions of absence and how attendance data is held.
Behaviour and Discipline Policy	A policy that outlines the expectations of all pupils in terms of acceptable behaviour and conduct and makes clear the sanctions that will be used when behaviour is unacceptable.
Charging and Lettings Policy	Policy outlining General Charges made by the school for lettings and use of its facilities.
Charging for School Activities Policy	A policy which outlines how visits are costed and the voluntary contributions requested from parents.
Child Protection Policy	Adopted Policy of Dudley Local Authority: Child Protection – Managing Allegations and Concerns, Policy, procedures and Guidance Nov 2003
Child Protection Guidance	A guidance document for use by all adults who work in our school. This supports the local authority's adopted policy.
Collective Worship Policy	This outlines the school's delivery of Collective Worship and details of how a child can be withdrawn from this. This is also included in the School Prospectus.
Complaints procedure	Adopted Policy of Dudley Local Authority: Model Complaints Procedure June 2000
Disability, Race, Gender Equality Schemes	This scheme has been produced along with action plans which are on-going.
Emergency Plan	This plan is the operational procedures of how the school will react if and when an emergency occurs.
Health and Safety Policy	A policy that outlines procedures and protocols in school that enable the school environment to operate in a safe and manageable way that protects all stakeholders.
Performance Management Policy	A policy created by the Governing Body of the school and relates to all teaching staff.
Sex, Relationships Education Policy	This policy outlines the school's approach to teaching pupils about sex and relationships education.
Special Educational Needs Policy	This policy outlines the school's approach to meeting the needs of learners across the school.
Sun Safe Policy	This policy makes clear procedures for ensuring that children and staff are able to be outside in the sun safely.
Teacher's Pay Policy	A policy created by the Governing Body of the school and relates to all teaching staff.

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Assessment Policy	This policy outlines the procedures the school follows to ensure that assessment practices are used consistently across the school. This also includes how children's work is marked.
Home-Learning Policy	This policy is clear about how home learning is used to enhance learning at home and supports children's progress in school.
Internet Policy	This policy includes safe use of the Internet, e-mail and all digital data capture tools and 'user agreement forms'.
Monitoring Policy	This policy sets out clearly how teaching and learning is monitored across the school.
Teaching and Learning Policy	This policy outlines the school's approach to teaching and learning and how
Creative and Performing Arts Policy	Relates to curriculum guidelines and schemes of work for visual arts, music, dance and drama.
Design Technology policy	Relates to curriculum guidelines and schemes of work for Design and Technology including Food Technology.
Geography Policy	Relates to curriculum guidelines and schemes of work for geography and also includes cultural themes,
History Policy	Relates to curriculum guidelines and schemes of work for history.
Literacy Policy	Relates to curriculum guidelines and schemes of work for reading, writing, and also approaches to teaching spelling, phonics and handwriting.
Maths Policy	Relates to curriculum guidelines and schemes of work for mathematics, this also includes a written calculations policy.
Modern Foreign Languages Policy	Required implementation for 2010.
Music Policy	Relates to curriculum guidelines and schemes of work for music.
Physical Education	Relates to curriculum guidelines and schemes of work for physical education
Physical, Social and Health Education and Citizenship	Relates to curriculum guidelines and schemes of work for PSHE and citizenship.
Religious Education Policy	Relates to curriculum guidelines and schemes of work for RE and also outlines procedures for withdrawing children from this area of the curriculum.
Science Policy	Relates to curriculum guidelines and schemes of work for science.