



## Marshfield CE VC Primary School

'Learning Together, Inspiring Each Other, Achieving Our Best'

# Freedom of information

## This is Marshfield CE VC 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 for you in paper form and some information is available on our website 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 children in our care will be high achieving, self-confident learners who have respect for themselves and others. Individual talents, interests and needs will be recognised through provision of an imaginatively structured curriculum that promotes the all round development of children and prepares them for citizenship in today's world.'

## Purpose

We are committed to maximising pupil achievement and development.

Our children will :

- Be happy and secure.
- Be high achieving learners making excellent progress in relation to prior attainment
- Be enthusiastic and highly motivated to learn.
- Demonstrate positive attitudes and behaviour characterised by high self esteem, independence and responsibility.
- Become well rounded citizens of the 21<sup>st</sup> century.
- Develop key skills.

Our staff will :

- Create a vibrant learning environment.
- Have a secure subject knowledge.
- Employ effective teaching strategies.
- Plan and assess effectively.
- Set high expectations.
- Pace lessons appropriately.
- Ensure learning is relevant, creative, challenging, participative and enjoyable.
- Provide a rich, stimulating and balanced curriculum.
- Develop key skills.
- Employ positive reinforcement and celebrate achievement.
- Contribute, take responsibility and develop initiatives.

Marshfield Primary School is a school where:

- There is a positive ethos, confidence and optimism.
- Inclusion enables participation and involvement of all
- Performance is kept under rigorous review.
- There is an environment of opportunity engendering a sense of pride, ownership, responsibility and identity.
- Diversity is celebrated and respected.
- There are caring relationships where staff and children are valued as individuals.
- There is a culture of self respect and collaboration.

Marshfield Primary School is a school where:-

- There is a positive Christian ethos encouraging confidence and optimism.
- There is a culture of inclusion, enabling the participation and involvement of all.
- There is an environment of opportunity engendering a sense of pride, ownership, responsibility and identity.
- There are caring relationships where staff and children are valued as individuals.
- Diversity is celebrated and respected and we challenge stereotypes.
- We value open and effective communication and consultation.
- We value fairness, honesty and integrity.

- We value learning and development of all members of the school community.
- We believe practice can always be improved, and maintain an open dialogue about how children learn best.
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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 broad topic areas:

- *Governing body information*- members of the Governing body and minutes
- *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.

### 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.marshfieldprimary.org.uk](http://www.marshfieldprimary.org.uk)

Email: [admin@marshfieldprimary.org.uk](mailto:admin@marshfieldprimary.org.uk)

Tel: **01225 891246**

Contact Address: **Marshfield CE VC Primary School, Chippenham Road, Marshfield, Chippenham, Wilts SN14 8NY**

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.

## **5. 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.

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.

## 6. Classes of Information Currently Published

**Governing body**– this section sets out information published relating to the Governing body.

Class	Description
<b>Instrument of Government</b>	<ul style="list-style-type: none"><li>• The name of the school</li><li>• The category of the school</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 school has a religious character, a description of the ethos</li><li>• The date the instrument takes effect</li></ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees [ <i>current and last full academic school year</i> ]

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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

**Pupils & 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 Education Needs 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.
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. <i>(from March 2004)</i>
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher 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.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school **	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form <sup>1</sup>	A statement of the governing body's evaluation of the school's performance.
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
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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Admissions Policy	Statement of the school's policy on admissions

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Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request
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*[\*\* Information available on our website]*

*[Our website is at ([www.marshfieldprimary.ik.org](http://www.marshfieldprimary.ik.org) ) ]*

## 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 Rubel ( Headteacher)***

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*

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

Signed

Head:

Date:

Chair of Governors;

Date:

[Marshfield CE VC Primary ]

**Freedom of Information Publication Scheme**

**Annex A – Further documents held by the school**

Equal Opportunities Policy

Attendance Policy

Bullying and Harassment Procedure for staff

Class Organisation Policy

Lettings Policy

Managing Medical Needs Policy

Purchasing Policy

School Trips Policy

Policies relating to the teaching and learning of the school curriculum:

Assessment

Design and Technology

Early Years

Geography

History

Homework

ICT

ICT- acceptable use

Library

Music

Maths

PE

PSHE & Citizenship

Reading

RE

Science