

RIVERSDALE PRIMARY SCHOOL

Freedom of Information Publication Scheme

Date:

Review Date:

Signed: _____ (Governor)

Signed: _____ (Headteacher)



This is Riversdale 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.

INTRODUCTION

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 information will be published;
- 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 on request from the main office.

Some information which we hold may not be made public, for example persona information.

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

AIMS AND OBJECTIVES

The school aims to:

- Enable every child to fulfil their learning potential, which 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.

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 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.

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:

- Email: info@riversdale.wandsworth.sch.uk
- Tel: 02088746904
- Fax: 02088750368
- Contact address: Riversdale Primary School, 302A Merton Road, London SW18 5JP

To help us process your request quickly, please mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITAL letters 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.

PAYING FOR INFORMATION

Information published on our website is free, although you may incur costs from your Internet Provider. If you don't have Internet access, you can access our website using a local library or an Internet cafe.

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 publication 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.

CLASSES OF INFORMATION CURRENTLY PUBLISHED

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

Class	Description	Available
School Prospectus (free)	<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> <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 • A statement of the school's ethos and values • Details of any affiliations with a particular religion or religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • Information about the school's policy on providing for pupils with special educational needs • Number of pupils on role and rates of pupils' authorised and unauthorised absences • National Curriculum Assessment results for appropriate Key Stages, with national summary figures • The arrangement for visits to the school by prospective parents. 	On Website

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	Available
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 year)	On request from the Headteacher
Instrument of Government	<p>Information about the governance of the school, including:</p> <ul style="list-style-type: none"> • Name of the school • Category of the school • Name of the governing body • Manner in which the governing body is constituted • Term of office of each category of governor if less than 4 years • Name of anybody entitled to appoint any category of governor 	Found on Governor information page on school's website

	<ul style="list-style-type: none"> • Details of any trust • Date instrument takes effect. 	
--	---	--

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

Class	Description	Available
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.	Copies from the office.
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used at the school.	On website
Relationships and Sex Education Policy	Statement of policy with regards to sex and relationship education.	On website
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.	On website
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.	On website
Equalities Policy	Statement of Policy for ensuring equality to all cohorts statutorily protected in the Equalities Act, both children and adults.	On website
Child Protection and Safeguarding Policy	Policy for the safeguarding and promoting welfare of pupils at Riversdale.	On website
Behaviour Policy	Statement of general principles on behaviour and discipline and measure taken by the head teacher to prevent bullying.	On website

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	Available
Published OFSTED	Published report of the last inspection of the school and the summary of the report.	On website and OFSTED site

reports		
Post-OFSTED inspection action plan	A plan setting out the actions required following the last OFSTED inspection.	On website up to two years after the last OFSTED report. Beyond that time, action plan is out of date. School produces annual School Development Plans, which can be requested from the Headteacher.
Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, for example, trips.	On website
School Session times and Term Dates	Details of the schools sessions and dates of school term and holidays.	On website
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health & safety of children, adults and others and the organisation and arrangements for carrying out the policy.	On website
Complaints Procedures	Statement of procedures for dealing with complaints.	On website
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 teacher on the effectiveness of appraisal procedures.	On request from Head teacher
Staff Conduct, Discipline and Grievance	Statement of procedures for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.	On request from Head teacher
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.	On request from the office/ Head teacher

<p>Other documents</p>	<p>Other documents held by the school are available on request.</p>	<p>Our website has lots of other information for parents, but should you wish for something particular which has not been mentioned, we may, if appropriate, be able to help you, just let us know.</p>
-------------------------------	---	---

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 head teacher.

If you are not satisfied with the assistance 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: 0303 123 1113

Website: www.ico.gov.uk