

## **Sir John Lillie Primary Publication Scheme on information available under the Freedom of Information Act 2000**

Support will be offered for those people for whom English is a second language or need help in understanding the policy and will be made available on request.

*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 can be e-mailed or 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.

### **1. 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.

## 2. 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, information relating to specific pupils and the school curriculum.
- **School Policies and other information related to the school** - information about policies that relate to the school in general.

## 3. 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: [admin@sirjohnlillie.lbhf.sch.uk](mailto:admin@sirjohnlillie.lbhf.sch.uk)

Tel: **020 7385 2107**

Fax: **020 7386 7931**

Contact Address: **Sir John Lillie Primary School, Lillie Road, Fulham, London, SW6 7LN**

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.

## 4. 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 prepare and post *multiple copies of the same document or several copies of the different document* a charge will be made for photocopying and postage of all documents and information requested, or is for a priced item such as some printed publications we will let you know the cost before so that you can pay for the item before we fulfil your request. Please refer to our charging policy for more information.

## 5. CLASSES OF INFORMATION CURRENTLY PUBLISHED

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

Class	Description
<b>School Prospectus</b>	<ul style="list-style-type: none"> <li>The school prospectus is no longer a statutory requirement, however the school continues to have a school prospectus for parent/carer information.</li> </ul>

### **School Profile and other information relating to the governing body**

Class	Description
<b>School Profile</b>	Details school improvement, achievement and information for the previous year and replaces the annual report to parents by the Governing Body
<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>

**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
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
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship

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

Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. (from March 2004)
Behaviour Policy	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 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 inspection 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 head teacher 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 head teacher or governing body relating to the curriculum

***Policies required from the LA list of statutory policies- this section outlines all statutory policies in alphabetical order.***

Accessibility Plan
Admissions Policy- LA procedure
Attendance Targets
Charging Policy
Child Protection Policy
Collective Worship Policy
Complaints Procedure
Curriculum Policies
Freedom of Information Publication Scheme
Health & Safety Policy including risk assessments and Managing Medicines in schools
Home – School Agreement
Instrument of Government
Minutes – signed copies of all governing body and committee meetings minutes
Nutritional Standards
Performance Management Policy, including staff appraisal policy
Prospectus
Pupil Discipline (including anti-bullying)
Race Equality Policy
Register of Business Interests
School Pay Policy
School Profile
School Self Evaluation Plan (SEF)
Sex Education Policy
Special Educational Needs Policy including Gifted and Talented
Staff Discipline – Rules on Conduct and Grievance Procedures

*This section outlines all policies recommended by the LA that the school holds.*

Confidential Reporting Code
Drugs Education Policy
Equal Opportunities
Governing Body Committee Structure and Terms of Reference and schemes of delegation to the Headteacher
Governors' Policy on School Visits
School Lettings Policy

## **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 the 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*

**Enquiry/Information Line: 08456 306060**

**01625 545745**

**eMail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.ico.gov.uk](http://www.ico.gov.uk)**