

**The Shevington Federation  
Shevington Vale Primary School**



**FREEDOM OF INFORMATION ACT 2000: PUBLICATION SCHEME FOR  
Shevington Vale Primary School**

**This is Shevington Vale 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.*

**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 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, e.g. personal information.

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

**2. Aims and Objectives**

Shevington Vale Primary School:

We want to give our children roots and wings - roots that go deep into the heart of their community and wings to imagine, aspire and dream.

We want our children to have ambitions, to enjoy their childhood, to give joy to others and with their families to prepare for great futures.

## **Mission – the route**

By our work we will

- sustain the school's excellent reputation in the community of Shevington
- collaborate with other schools, and in particular our Federation partner, Shevington Vale for the benefit of the children
- contribute to the community through joint projects

And regardless of the children's level of ability, health, gender, race or background, we will:

- provide them with an outstanding curriculum and opportunities to grow, improve and excel
- provide them with outstanding care, guidance and support for their learning and their personal development
- enrich their learning with exciting, interesting experiences both in and beyond school including rich opportunities to experience and learn in the arts and sports
- teach them about their own community and what makes it special
- help them to develop the life skills of confidence, independence, tolerance and resilience in the face of challenges
- teach them to use technology wisely
- teach them what they need to know to make healthy choices
- teach them a modern foreign language
- teach them about the wider world to stimulate interest in global affairs and to encourage high aspirations

## **Our Values underpin all that we do**

- We value respect for everyone
- care and concern for others
- tolerance of our own ideas and those of others
- good manners
- justice and fairness
- everyone having a voice that is heard
- feeling safe and protected

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* – how the Governing Body are structured and attendance at meetings

*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, or letter.

Contact details are set out below. or you can visit our website at **[www.shevingtonvale.org.uk](http://www.shevingtonvale.org.uk)**

Email: **[enquiries@admin.shevingtonvale.wigan.sch.uk](mailto:enquiries@admin.shevingtonvale.wigan.sch.uk)**

Tel: **01257 404552**

**Contact name –Miss Chris Edwards**

Contact Address: **Shevington Vale Primary School, Runshaw Avenue, Appley Bridge, Wigan. WN69LG**

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 us at 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.

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.

## 6. Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school 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 school’s discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the Associate Head Teacher, Executive Headteacher and Chair of Governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• the fact that it is a parents' right to withdraw their child from religious education and collective worship and any alternative provision which exists for such pupils</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils’ authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the school by prospective parents</li> </ul>

### **Governors’ Documents : Instrument of Governance, attendance at meetings and roles and responsibilities**

<b>Class</b>	<b>Description</b>
<b>Pupil Premium</b>	The allocation of funding to the school, its use and impact on attainment
<b>Sports Premium Funding</b>	The allocation of funding to the school, its use and impact on attainment
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The school’s ethos statement</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 the person or body entitled to appoint any category of governor</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- available on request.

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

**Pupils, Staff & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
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
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- a part of the Equality Scheme.
Race Equality Policy	Statement of policy for promoting race equality- a part of the Equality Scheme.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Published Reports by OFSTED	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
School Improvement Plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection
Charging and Remission Policy	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 and Term Dates	Details of school session and dates of school terms and holidays
Health and Safety policy	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- Wigan Council
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
Admissions Policy	Adopted policy of Wigan Council: Policy for Admission Arrangements for Community and Voluntary Controlled Primary School Maintained Nursery Classes.
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 for Learning Policy	Policy that outlines the expectations of all pupils in terms of acceptable behaviour and conduct and also makes clear the sanctions that will be used when behaviour is unacceptable including anti-bullying statement.
Charging and Lettings Policy	Policy outlining General Charges made by the school for lettings and use of its facilities.
Charging for School Activities	A policy which outlines how visits are costed and the voluntary contributions requested from parents/carers.
Emergency Management Plan	This plan is the operational procedures of how the school will react if and when an emergency occurs.
Teacher's Pay Policy	A policy created by the Governing Body of the school and relates to all teaching staff
E-Safety Policy	This policy includes safe use of the Internet, e-mail and all digital data capture tools and 'user agreement forms
Teaching and Learning Policy	This policy outlines the school's approach to teaching and learning and how it looks in school.

Our website is at: [www.shevingtonvale.org.uk](http://www.shevingtonvale.org.uk)

## 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

**Nick Holden -Data Protection Officer for Shevington Vale Primary School at [Nick@nexus-global.co.uk](mailto:Nick@nexus-global.co.uk)**

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: 0303 123 1113**

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

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

