

This is St. Michael's Woolmer Green 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: 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:

- maintain a happy and caring atmosphere in which all are valued, secure and motivated
- provide each individual with an equal opportunity to develop fully and to achieve
- the highest possible standards in all areas of school life
- create a stimulating, relevant and balanced curriculum which meets each pupil's learning needs
- raise the confidence and self-esteem necessary for responsible, independent and
- collaborative learning
- foster spiritual and moral values which develop respect and care for oneself, other
- individuals, the community and the environment
- encourage open questioning minds which will promote a life-long love of learning.

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.
- *School Profile and other information relating to the governing body* – information published in the School Profile 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.

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.woolmergreen.herts.sch.uk**

Email: admin@woolmergreen.herts.sch.uk

Tel: 01438 813267

Fax: 01438 815623

Contact Address: London Road, Woolmer Green, Herts, SG3 6JP

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.

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.

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> <ul style="list-style-type: none"> • 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 the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school

School Profile and other information relating to the governing body– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
School Profile	<p>The contents of the School Profile are as follows:</p> <ul style="list-style-type: none"> • list information included in the school profile e.g. <ul style="list-style-type: none"> ○ performance data ○ summary of Ofsted report ○ school’s intentions for the future, etc.
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • 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 • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i></p>

¹ 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.

Class	Description
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 ¹	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
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
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
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.woolmergreen.herts.sch.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

***The Headteacher
St. Michael's Woolmer Green school
London Road
Woolmer Green
Herts SG3 6JP***

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

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

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Annex A – Further documents held by the school

All documents may be viewed at the school and copies are available for the cost of their reproduction.

Name of Document	Description
Curriculum Policies	
Art	Covers the teaching of Art in the school.
Arts	This policy describes our arts provision and explains our commitment to arts teaching and learning.
Design & Technology	Covers the teaching and learning of design and technology..
Geography	Covers the teaching and learning of geography.
Handwriting	Covers the teaching of all children to write clearly and develop a fluent legible handwriting style.
History	Covers the teaching and learning of history.
ICT	Covers the teaching and learning of Information and communications Technology and technology.
Maths	Covers the teaching and learning of mathematics.
Music	Covers the teaching and learning of music.
P.E.	Covers the teaching and learning of PE.
R.E.	Covers the teaching and learning of religion as appropriate for a Voluntary aided school.
Reading	Covers the teaching and learning of reading.
Science	Covers the teaching and learning of science..
Speaking and Listening	Covers the development of the children's speaking and listening skills.
Spelling	Covers the teaching and learning of spelling.
Associated Curriculum Policies	
Assessment	Our policy is to put into effect working practices that will allow us to meet the demands of the National Curriculum
Gifted and Talented	Our policy is to treat pupils as individuals and cater for their individual needs.
Homework	Defines the homework policy.
Marking	This policy defines the aims and methods of marking.
Teaching and Learning	Sets down the need for an agreed range of consistent practice in respect of teaching and learning.
Drugs Education	This policy outlines our drugs education in the broader context of personal, social and health education.
PSHE	This policy covers the provision of personal, social and health education.

Non Curriculum Policies	
Admissions	Defines the criteria for admission to the school.
Attendance	Defines the school's policy on attendance.
Behaviour	Defines the expected behaviour of pupils at the school.
Child Security	Defines the schools responsibilities for children's security.
Display and Presentation	Defines the standards to be used for all displays in the school.
Equal Opportunities	Sets down the school's commitment to equal opportunities.
Lettings	Defines the policy on the letting of the school premises
Medicines	Defines the policy on the administration of medicines during school time.
Monitoring	Defines the policy on monitoring to promote continuous improvement
Pay and Staffing	Defines the policy on Pay and Staffing.
Racial Harassment	Handles the recognition and dealing of cases of racial harassment.
School Journeys & Visits	Defines the procedures to be used to ensure fruitful and secure school journeys and visits
Staff Capability	Defines the procedure to be used with respect to under-performing staff.
Staff Development	Describes the schools commitment to the ongoing development of staff.
Staff Security Policy	Provides guidance on the management of security for staff and all other adults on the premises
Staff Sickness Policy	Defines the procedures to be used in handling staff sickness and absence.