

# Pensby Primary School



## Publication Scheme

The Governing Body - May 2014/ July 2015/July 2016

# Pensby Primary School Publication Scheme

The governing body of Pensby Primary School is responsible for maintenance of this scheme, which was approved on 23<sup>rd</sup> May 2014 and was [due for review in October 2015. This review is July 2016.](#)

## **1. Introduction: what a publication scheme is and why it has been developed.**

This publication scheme commits Pensby Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school.

The scheme commits Pensby Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## **2. Classes of information.**

### **2.1 Who we are and what we do.**

The following documents can be made available from the school or found on line:

- Instrument of Government
- School Prospectus
- Website: [www.pensbyprimaryschool.org](http://www.pensbyprimaryschool.org)
- Names of board of governors
- Terms of reference for governing body committees
- School session and term dates
- Staffing list
- Location and contact information

Pensby Primary School, Greenbank Drive, Pensby CH61 5UE

Tel: 0151 3484145

Fax: 0151 3420240

Headteacher: Mrs K Brown

Chair of Governors: Mr D spencer

## **2.2 What we spend and how we spend it.**

- Annual budget plan and financial statements
- Three year financial plan
- Capital funding allocations and spending
- School fund statements
- School Uniform account statements
- SCITT/ School direct account statements
- Procurement and contracts
- Pay policy
- Financial management policy

## **2.3 What our priorities are and how we are doing.**

- Latest Ofsted report
- Performance management policy
- School Improvement plan
- Child protection policy
- Inclusion policy
- Health and safety inspection reports
- Site facilities audit

## **2.4 How we make decisions.**

- Admissions policy
- Minutes of Governing body and sub-committee meetings (part 1 only)

## **2.5 Our policies and procedures.**

- School policies
  - Attendance
  - Admissions
  - Allegations against staff
  - Appraisal
  - CCTV
  - Charging
  - Child Protection
  - Complaints, Discipline and Grievance
  - Critical Incidents

- Data Protection
  - Extended Schools
  - First Aid and Medicines
  - Health and safety
  - Internet Acceptable Use
  - LA Whole School Pay Policy
  - Lettings and Hire
  - Missing Child
  - Monitoring and Evaluation
  - Nursery admissions
  - Parent and Visitor Code of Conduct
  - Retention of Records
  - Safer Recruitment
  - Security
  - SEN
  - Sex and Relationships
  - Single Equity Plan
  - Social Networking
  - Staff Handbook
  - Stress Management
  - Subject Learning/ Learning Team
  - Target Setting
  - Teacher Appraisal and Capability
  - Toileting and Continence
  - Use of Images
  - Visits
  - Volunteers and Adult Helpers
  - Whistleblowers
- Pupil and curriculum policies
    - Anti bullying
    - Assessment
    - Behaviour policy
    - Calculation
    - Collective Worship
    - Curriculum
    - Drugs
    - EYFS
    - Grammar, Punctuation and Spelling
    - Homework
    - Home school agreement
    - Marking policy
    - Mathematical Understanding
    - Maths
    - Most Able and Gifted and Talented
    - Phonics

- Physical Education
- Sex and relationship
- Special educational needs
  
- Specific Finance Policies
  - Capital Expenditure Controls
  - Conflict of Interest
  - Emergency Purchases
  - Financial Irregularities
  - Framework Security
  - Fraud and Corruption
  - ICT Security
  - Income
  - Instrument of Governance
  - Internet Connection
  - Payroll
  - Procurement
  - Purchasing Procedure
  - Retention list
  - Retention and Destruction
  - Security of Assets
  
- Charging regimes
  - Charging policy

## **2.6 Lists and registers.**

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- Any information the school is currently legally required to hold in publicly available registers

## **2.7 The services we offer.**

- Breakfast club - 7.30am to 8.45am
- After school clubs until 6.00pm
- Wraparound Facility from 11.30am to 3.15pm
- Toddler group for parents /families 1 morning a week
- 52 place Nursery for 3year olds
- Newsletters every 2 weeks (whole school)
- Weekly newsletters (Foundation stage)

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **3. The method by which information published under this scheme will be made available.**

Pensby Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **4. Charges which may be made for information published under this scheme.**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by the Information Commissioner.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **5. Written requests.**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## 6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below:

- Email: [schooloffice@pensby-primary.wirral.sch.uk](mailto:schooloffice@pensby-primary.wirral.sch.uk)
- Tel: 0151 3484145
- Fax: 0151 3420240
- Contact Address:
- Pensby Primary School, Greenbank Drive, Pensby, Wirral, CH61 5UE

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.

Note: This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.