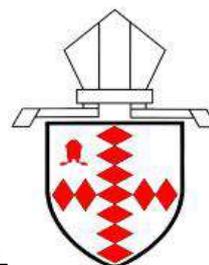




NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



Freedom of Information Publication Scheme

Nutfield Church Primary School mission:

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together.
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person, created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

Reviewed: May 2018

Next Review: Summer 2019

This is the Nutfield Church (C of E) Primary School's Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner

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 available in paper form also is available on our website to download and print off.

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

2. Aim of Our School

Our aim as a church school, which is closely linked to its partner churches and the wider diocese of Southwark, is to offer opportunities where all members of the school community may flourish as children of God.

In order to do this, we follow a trinity of key aims interchangeably. In addition to these aims we encourage our pupils to focus on six learning skills each of which, flow from these aims.

SERVICE

To recognize and respect our own faith and the faith of others and actively live out our beliefs and be reflective in our service to our community, the country and this world.

TEAM

To provide a happy, safe environment which enables our children to play and learn collaboratively with friends, groups and the whole school. To persevere when faced with challenges in our learning. Determined to not give up!

SELF

To encourage children to know themselves, their feelings and actions. To be strategic in the way we support them. To help children be optimistic, enthusiastic and ambitious in their endeavours. To be resilient in their learning, now and in the future.

We will do this by:

- Fostering respect for one another, the school environment and the local community
- Having high expectations of both behaviour and achievement in all areas
- Striving to ensure equal opportunity for everyone, regardless of gender, ethnic and cultural backgrounds, beliefs and intellectual and physical ability
- Using a variety of teaching methods to deliver the Early Years Foundation Stage Curriculum and the National Curriculum
- Allowing learners to engage in a range of practical and meaningful tasks that address different learning styles
- Encouraging “risk” taking, promoting independent learning thereby accepting some responsibility for their own progress
- Striving to develop positive home/school links and actively involving parents and members of the local community in the life and work of the school
- Liaising with local schools and the community as a whole
- Taking all opportunities to develop positively

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 Website – information published on the school website

Governors' Documents – information published in the Instrument of Government and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs

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. Contact details are set out below.

Contact Address: **Nutfield Church (C of E) Primary School**
59 Mid Street South Nutfield
Redhill Surrey RH1 4JJ

Tel: **01737 823239**

Email: info@nutfield.surrey.sch.uk

Website www.nutfield.surrey.sch.uk

To help us process your request quickly, please clearly mark any correspondence "**FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST**". 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.

6. Classes of Information Currently Published:

School Website

This section sets out information published on the school website

Class	Description
School Website	<ul style="list-style-type: none">• the name, postal address, and telephone number of the school, and the type of school, and the name of the member of staff who deals with queries from parents and other members of the public• the names of the Headteacher and Chair of Governors• information on the school policy on admissions• a statement of the school's ethos and values and aims• details of any affiliations with a particular religion or religious denomination, the 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 roll and rates of pupils' authorised and unauthorised absences• the school's most recent KS2 results• the arrangements for visits to the school by prospective parents• copy of the most recent Statutory Inspection of Anglican and Methodist Schools (SIAMS) Report• a link to the webpage with the school's most recent Ofsted report• a link to the Department for Education school and college performance tables• details of the curriculum our school follows and the names of the phonics and reading schemes we are using in KS1• details of the school's behaviour policy• details of how the school spends its pupil premium funding and the effect this has had on the attainment of pupils who attract the funding• details of how the school spends its PE and sport premium funding and the effect this has had on pupils' PE and sport participation and attainment• Information about the school's governors including details of business interests and the structures and responsibilities of the governing body and committees• the school's charging and remissions policy

Governors' Documents

This section sets out information published in the Instrument of Government and in other governing body documents.

Class	Description
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 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> <p><i>* Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this</i></p>

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
Teaching, Learning and Assessment 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
Relationships and Sex Policy	Statement of policy with regard to sex and relationship education
Special Education Needs and Inclusion Policy	Information about the school's policy on providing for pupils with special educational needs
RE Policy	Information on the school's policy and the right of parents to withdraw children
Accessibility Plan	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and delivery of information to disabled pupils.
Equality Policy	Statement of policy for promoting race equality is included in the school's Equality Policy which also covers sex, disability, age, religion or belief, sexual orientation, those who are pregnant, and those undergoing or have under gone gender reassignment
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Children-Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline – Behaviour Policy	The school's Behaviour Policy and Anti-Bullying Policy include statements of general principles on behaviour and discipline and of measures taken by the Headteacher 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 Ofsted reports referring expressly to the school	Published report of the last inspection of the school and the summary of the report and SIAMs inspection reports to evaluate the distinctiveness and effectiveness of the school as a church school
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and an action plan following the last SIAMs inspection
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, e.g. music tuition, trips, school publications
Online Safety and Acceptable Use Policy	Information about the school's policy on internet and on-line security
School session times/ term dates/Inset Days	Details of school session and dates of school terms and holidays and Inset Days
Data Protection Policy	Sets out how personal data collected by the school about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General data Protection Regulation (GDPR) and the expected provisions of the data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill
Health & Safety Policy and risk Assessments	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 Headteacher 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 for Education to the Headteacher or governing body relating to the curriculum
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

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 Chair of Governors c/o Nutfield Church (C of E) Primary School. 59 Mid Street, South Nutfield, Redhill, Surrey, RH1 4JJ***

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's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***

Enquiry/Information Line: 01625 545 700 or 0303 123 1113

Email: casework@ico.gov.uk

Website: <http://ico.org.uk>

Nutfield Church (C of E) Primary School

Freedom of Information Publication Scheme

Annex A – Further documents held by the school

Name of Document	Description
Admissions Policy	Describes how places will be allocated and how priority for places will be set if there are more applications than there are places available
Attendance Policy	Sets out the school's policy and procedures to encourage and support parents with good attendance
Marking Policy	Sets out the school's policy and procedures for marking pupils' work to encourage children to flourish in their learning
Records Management Policy	Describes how the school manages its records in order to comply with its legal and regulatory obligations and to contribute to the effective management of the school