



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

FREEDOM OF INFORMATION: PUBLICATION SCHEME

April 2024

is a Statutory Policy and is reviewed once every three years. This policy was rarified by Human Resources.

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 websites 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:

- 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.

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 7 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.

Students & Curriculum – information about policies that relate to students 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.

Email: info@ecclesbourne.derbyshire.sch.uk

Tel: **01332 840645**

Contact address: **The Ecclesbourne School, Wirksworth Road, Duffield, Derbyshire, DE56 4GS**

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.The School’s response

This School will be required to provide the information within 20 working days of receipt of the request. However, in some cases this may not be possible and in these circumstances an exemption may apply.

6.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.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

7.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"> • The name, address and telephone number of the school and the type of school • The names of the head teacher and chair of governors • Information on the school policy on admissions • A statement of the school's vision 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 students with special educational needs· Number of students on roll and rates of students' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • The arrangements for visits to the school by prospective parents

Governors' Annual Report and other information relating to the governing body – this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
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Governors' Annual Report	<ul style="list-style-type: none"> • The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion): • Details of the governing body membership, including name and address of chair and clerk • A statement on progress in implementing the action plan drawn up following an inspection • A financial statement, including gifts made to the school and amounts paid to governors for expenses • A description of the school's arrangements for security of students, staff and the premises • Information about the implementation of the governing body's policy on students with special educational needs (SEN) and any changes to the policy during the last year • A description of the arrangements for the admission of students treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning • Number of students on roll and rates of students' authorised and unauthorised absence • National Curriculum assessment results for appropriate Key Stages, with national summary figures • A statement of the extent to which proposals in the post-inspection action plan have been carried into effect
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 anybody 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
Minutes¹ of the meeting of the governing body and its committees	<ul style="list-style-type: none"> • Agreed non confidential minutes of meetings of the governing body and its committees (<i>current and last full academic school year</i>)

Students & Curriculum Policies – this section gives access to information about policies that relate to students and the school curriculum.

Class	Description
Accessibility Plan Policy	Statement of policy on accessibility
Anti-Bullying Policy	Statement of procedures for dealing with bullying within the school.
Non-Examination Assessment	Statement of procedures for handling appeals against coursework assessment procedures.
Admissions Policy	Statement of policy on admissions to the school.
Assessment, Recording & Reporting Policy	Statement of policy on Assessment, Recording and Reporting within the school.
Student Behaviour & Discipline Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Careers Education & Guidance	Statement of policy on Careers education and guidance provided by the school.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of students at the school
Controlled Assessment Policy	Statement of policy on cross moderation of coursework within the school.
Curriculum Policy	Statement of policy supporting the curriculum provided by the school.
Data Protection Policy	Statement of policy supporting the protection of data that school holds
Designated Teacher for Looked After Children	Statement of policy for supporting students that are in the care of the Local Authority
Drug Education Policy	Statement of policy on drug education.
Early Career Teacher (ECT) Induction Policy	Statement of policy for supporting the induction of ECT's to the school
Equal Opportunities Policy	Statement of policy on equal opportunities.
Exclusion Policy	Statement of policy on supporting the suspension and exclusion of students.
First Aid Policy	Statement of procedures to follow in when first aid is required and the provision of first aid within the school.
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 students for example homework arrangements

Home-School 6 th Form Agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its sixth form students.
General Complaints Policy	Statement of procedures for submitting and handling a general complaint to the school.
ICT Policy	Statement of the ICT policy for the school and the students expected code of conduct.
Online Safety Policy	Statement of policy on protection of staff and students online.
Physical Restraint Policy	Statement of policy on Physical Restraint by a member of staff to prevent a student coming to harm.
Special Educational Needs and Disabilities (SEND) Policy	Statement of policy on the provision for Students with Disabilities.
Relationships and Sex Education Policy	Statement of policy with regard to sex and relationship education.
Work Experience Policy	Statement of policy on work experience.

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 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 settling 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 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 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 Policy	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
Staff Code of Conduct	Statement of procedure for regulating conduct of staff.

1 Feedback and Complaints

Named Contact

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 **Mr. A Hardy**

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 545700

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.