

Waterthorpe
Nursery Infant School



Freedom of Information
Scheme
December 2015

This policy is based on the Local Authority Model Scheme

Approved by: Steering Committee

Date:

Next Review Date: Autumn 2018

This is Waterthorpe Nursery Infant School's Publication Scheme

Our full title and address for sending requests for any documents is:
Waterthorpe NI School, Thorpe Drive, Waterthorpe, Sheffield. S20 7JU.

The person responsible for maintenance of this scheme is: Mrs H.Stokes

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 nursery schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- o The classes of information which we publish or intend to publish;
- o The manner in which the information will be published;
- o 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. It is available for a photocopying fee of 5p per sheet.

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

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

2. Aims and Objectives

The School aims to:

- Improve the quality of the children's learning and development so that their pre-school education provides them with a firm foundation for future success in education and throughout life.

This publication scheme is a means of showing how we are pursuing this aim.

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 three broad topics areas:

Governors Documents – information published in the Governors Annual Report and in other Governing Body documents.

Children and families – information about policies that relate to children and their families.

School Policies - information about policies that relate to the school in general.

4. How to request information

If you need a paper version, you can request a copy from the contact detailed below. If the information you're looking for is not available via the scheme you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: Enquiries@waterthorpe.sheffield.sch.uk

Tel: 0114 2484943 Fax: 0114 251 1846

Contact Address: Waterthorpe NI School, Thorpe Drive, Sheffield, S20 7JU

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATIONS SCHEME REQUEST” (in **bold** CAPITALS please)

5. Paying for information

Information is provided at a cost of 5p per photocopied sheet. You may expect to also pay for priced items such as some printed publications, videos and bound information such as reports. Other additional costs may be incurred for the provision of information that needs to be provided in another language or as braille.

Where there is a charge this will cover the costs to the school.

As a rule, 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 your local library or an Internet cafe.

If you are unable to access the Internet you can contact us; see Section 4 'How to request information'. 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.

6. Classes of Information Currently Published

Information relating to the governing body:

This section sets out information published in Governing Body documents.

Governing body minutes, Parent Newsletters and /or our web site, Include information about:

- o What our successes have been this year
- o What we are trying to improve
- o How our results have changed over time
- o How we make sure we are meeting the learning needs of individual pupils
- o How we make sure our pupils are healthy, safe and well-supported
- o What activities are available to pupils
- o How we are working with parents and the community
- o What parents have told us about the school and what we have done as a result
- o What our pupils do after leaving our school
- o Ofsted's view of our school

Instrument of Government i.e. the scheme of management:

Waterthorpe Nursery Infant School

- o This is a community school
- o The governing body is constituted from:
 - 1 x Headteacher
 - 1 x Staff Governor
 - 5 x Parent Governors
 - 4 x Co-opted Governors
 - 1 x LA Governor
- o All governors serve for a term of 4 years
- o The governing body elects the Chair and Vice chair annually and may appoint community or staff governors when vacancies occur
- o Parent governors are asked to nominate themselves. An election takes place, in which parents/carers vote, when there are more nominations for places than there are vacancies

WNIS - Minutes of meetings of the governing body and its committees:

Minutes of all meetings are kept by the Headteacher. The committees are:

- o Steering
- o Pay
- o Curriculum

Committee meetings and full governor's meetings are held termly.

Schemes for paying governors:

Governors at Waterthorpe have agreed not to claim expenses.

Children, families and curriculum policies:

A full list of policies can be obtained upon request from the school. All the main policies are displayed in the entrance area or can be downloaded from the website.

Pupil Discipline:

The school follows a behaviour policy that is regularly reviewed. This is available in the entrance area and on the web site.

At Waterthorpe Nursery Infant School we want to make sure children and staff are happy and secure. We want our children to behave well towards each other, towards adults and towards their parents.

We believe that good behaviour contributes to the standards of achievement and effective learning in the classroom. This is in accordance with our school aims.

Race Equality:

The schools follows a behaviour policy that is reviewed annually. This is available in the entrance area and on the web site.

Our policy sets out our commitment to tackle racial discrimination whether direct or indirect, individual or institutional and promoting equality of opportunity and good race relations across all areas of school activities, including our dealing with parents and community.

At Waterthorpe Nursery Infant School we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, age sexuality or disability.

The school is committed to promoting good race relations between persons of different racial groups and avoiding racial discrimination, whether direct or indirect. The school will actively promote race equality, oppose racism in all its forms and foster positive attitudes, respect, equality and partnership as we work with pupils, parents and the wider community.

A full copy of the Inspection reports for Waterthorpe NI School can be found at www.ofsted.gov.uk

Post Inspection Action Plan

The Action Plan following the inspection has been completed and reviews are incorporated into our School Improvement plan. This is available in the entrance area or on our web site.

Charging Policy

The school operates a charging policy, which is in line with the Education reform Act 1988. This policy is available in the entrance area and on our web site.

School Travel Plans

At Waterthorpe Nursery Infant School we believe that educational visits provide opportunities for children to undertake studies that are based on direct experiences and practical activities. Consent forms are signed by parents/guardians on school entry for local visits. Separate consent forms are signed for specific visits outside the local area.

When organising Educational Visits, the health, safety and welfare of the children, staff and volunteers is always a priority. We attend to the Sheffield City Council Health and Safety Code of Practice 14 (Educational Visits Folder). Generic/site specific risk assessments are carried out by the teacher for all off-site activities and are on-going during activities. These forms are kept in the staffroom in the Educational Visits Risk Assessment Folder. The Educational Visits Co-ordinator and headteacher monitor all off-site visits by signing the risk assessment forms. An evaluation form can be completed to note positive outcomes or significant concerns relating to a particular visit (see Educational Visits Folder).

The LA evolve site is used to plan the majority of visits beyond the local environment.

The ratio of adult to children will follow the LA guidelines. Children wear fluorescent school tabards for off-site activities. Parents will be informed about any special requirements e.g. clothing or footwear. Children will always have their own seat on all forms of transport.

For further information our 'Educational Visits Policy' can be found in the entrance area and on the web site.

Health & Safety Policy

In order to achieve our overall philosophy and aims shown in the School Improvement Plan the school environment needs to be both a safe and healthy place.

Health and Safety at Waterthorpe Nursery Infant School is an area where governors, Headteacher, staff, safety reps and parents share common objectives. It is important that all concerned understand each other's duties and responsibilities in order to achieve successful health and safety objectives.

For further information our 'Health & Safety Policy' can be found in the entrance area and on the web site.

Safeguarding Policy

At Waterthorpe Nursery Infant School we aim to make children happy and secure in their environment so that they may grow socially, emotionally, intellectually and morally.

We:

- Ensure a safe environment where we can trust and care for each other.
- Take action if a child is found to be suffering from significant harm.
- Maintain confidentiality, keep all records in a secure place.
- Arrange site security to ensure that children are safe at all times.

For further information our 'Safeguarding Policy' can be found in the entrance area and on the web site.

Equal Opportunities Policy

Race, sexuality, gender, disability and age all merit equal consideration for equal opportunities. An awareness of the multicultural nature of British society and its diversity provides a unique opportunity to share in and understand the ways of others.

For further information our 'Equal Opportunities Policy' can be found in the entrance area and on the web site.

Complaints Procedure

From time to time all parents and carers have concerns or complaints about different aspects of their child's life in school. At Waterthorpe Nursery Infant School we encourage parents/carers to talk to us about their concerns or complaints so that together we may find a satisfactory resolution. All staff have a clear understanding of our procedure for handling concerns/complaints and are able to support parents/carers through the process. Any concerns/complaints brought to the attention of any member of staff will be recorded in the complaints record book along with the action taken to address the problem.

For further information our 'Complaints Policy' can be found in the entrance area and on the web site.

Staff Discipline

The school has a Disciplinary Procedure Policy and a Capability Procedure Policy. Both these can be obtained on request from the school office.

Staff Grievance

The school has a policy for 'Harassment, Discrimination, Victimisation and Bullying, and a Whistle Blowing Policy. These apply to staff grievances. Both of these can be obtained on request from the school office.

Waterthorpe Nursery Infant School maintains a web site at www.waterthorpe.co.uk and has an on-going commitment to make as much information available on our website as possible.

7. Complaints and feedback

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 need to make a complaint then initially this should be addressed to Mrs H. Stokes (Headteacher). 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 Office of the Information Commissioner. 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: Tel: 01625 545 745

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

This Policy will be reviewed in 2018.

Equality Impact Assessment Template

Name of policy or project being assessed?	Date
Freedom of information	1/9/15

Priority Level	
High	
Medium	X
Low	

Lead Officer: Helen Stokes
Members of the assessment team: Helen Stokes & Suzanne Marriott
Others involved in the assessment (peer review/external challenge): Steering Committee members

What are the aims of the policy or project?
 The School aims to:

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Who is the intended customer/service user of this project or policy?
Governors, staff and parents

What are the desired outcomes from this project or policy?
To ensure all parties are clear and proactive of the information they will make public

List any other key policies, procedures, projects or strategies that this policy/project has implications on:
All policies

What are the racial, disability and gender equality implications of the policy or project?
 N/A

<p>Does the policy or project have any significant positive impact for:</p> <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	<p>Yes: Awareness is raised of the procedures in place to ensure equality</p>
<p>Does the policy or project have any significant adverse impact for:</p> <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	<p>Yes: There would be a higher charge than that set out in the policy if Braille or an interpreter was required</p>
<p>Do you have any evidence?</p>	
<p>Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?</p>	

Action taken: A statement added on the policy regarding the charging made when any additional costs are incurred for the provision of information needs to be provided in another language or as braille

If you have indicated there is a negative impact, can it be justified? Yes due to the high addition costs to the school for providing other formats than paper **YES** **NO**

If you have indicated there is a negative impact and it cannot be justified, is it discrimination? **YES** **NO**

If you have answered YES, please list all the changes that you have made to eliminate this discrimination:

Please state how will you monitor the policy or project?: Policy review (by staff/governors by dates on policy

<p>Signed (Person completing the form): </p>	<p>Date:</p>
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