

**This is Aughton Town Green Primary School Publication Scheme for  
Information available under the Freedom of Information Act 2000 (May 2005)**

The governing body is responsible for the 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 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do so the publication sets out :

- The classes of information which we will publish or intend to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or by payment.

The scheme covers information already published and information which is to be published in the future. 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 their skills, knowledge and personal qualities needed for life and work;

And this publication scheme is a means of showing how we are following these aims.

### 3. Categories of Information Published

The publication scheme provides a guide to information which we currently publish or which we will publish in future. This is split into 'classes' of information, as contained in section 6 of this scheme.

The classes of information are organised into four broad topic areas :

**School Prospectus** - information published within this document;

**Governor's Documents** - information published within the Governors Annual Report and in other governing body documents;

**Pupils & Curriculum** - information about policies that relate to pupils and the school curriculum;

**School Policies and Other Information** - 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 this scheme, please contact the school by :

Fax : 01695 424406  
E-Mail : office@towngreen.lancs.sch.uk  
Post : Aughton Town Green Primary School, Town Green  
Lane, Aughton, Lancashire. L39 6SF

Some information may be available from the school website :

[www.aughtontowngreen.co.uk](http://www.aughtontowngreen.co.uk)

To help us please mark any correspondence 'Publication Scheme Request'. If the information you're looking for is not available via this scheme you can still contact the school to ask if we have it.

## **5. Paying for Information**

Information published on the website is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access the website using a local library or internet café.

Most single copies of information covered by this publication are free but if the cost of meeting your request exceeds £50 a charge may have to be made. This could happen where we have to do a lot of photocopying or printing, or pay a large postal charge, or the request is for a priced item such as some printed publications or videos. In this case, we will let you know the cost before meeting your request.

## **6. Classes of Information Currently Published**

See attached appendix.

## **7. Feedback and Complaints**

We welcome any comments or suggestions you may have about this 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 school.

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 Commissioners Office :

Information Commissioner, Wycliffe House, Water Lane, Wilmslow,  
Cheshire. SK9 5AF

Telephone : 01625 545 700  
E-Mail : [publications@ic-foi.demon.gov.uk](mailto:publications@ic-foi.demon.gov.uk)  
Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **Classes of Information Currently Published :**

### **A. School Prospectus**

The statutory contents of the school prospectus are as follows (other items may be included at the school's discretion) -

- The name, address and telephone number of the school, and the type of school;
- 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;
- 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;
- National Curriculum assessment results for appropriate Key Stages, with national summary figures;
- The arrangements for visits to the school by prospective parents.

### **B. Governors' Annual Report and other information relating to the Governing Body**

The statutory contents of the **Governors' Annual Report to Parents** are as follows (other items may be included 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 staff, pupils and the premises;
- Information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy over the past 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;
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning;
- Number of pupils on roll and rates of pupils' 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.

This can include the **Instrument of Government** which would contain -

- 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 the meeting of the Governing Body and its Committees for the current and last academic school year are available for inspection.

### **C. Pupils and Curriculum Policies**

This section gives access to information about policies that relate to pupils and the school curriculum -

1. **Home-School Agreement** : Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectation for its pupils, for example homework arrangements.
2. **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.

3. **Sex Education Policy** : Statement of policy with regard to sex and relationship education.
4. **Special Educational Need Policy** : Information about the school's policy on providing for pupils with special educational needs.
5. **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.
6. **Race Equality Policy** : Statement of policy for promoting race equality.
7. **Collective Worship** : Statement of arrangements for the required daily act of collective worship.
8. **Child Protection Policy** : Statement of policy for safeguarding and promoting welfare of pupils at the school.
9. **Pupil Discipline** : Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying.

#### **D. School policies and other information related to the school -**

This section gives access to information about policies that relate to the school in general.

1. **Published reports of Ofsted referring expressly to the school** :  
Published report of last inspection of the school and the summary of the report.
2. **Post-Ofsted Action Plan** : A plan setting out the actions required following the last Ofsted inspection.
3. **Charging and Remissions Policy** : A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted e.g. music tuition, trips.
4. **School Session Times and Term Dates** : Details of school session and dates of school terms and holidays.
5. **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 this policy.
6. **Complaints Procedure** : Statement of procedures for dealing with complaints.
7. **Performance Management of Staff** : Statement of procedures adopted by the governing body relating to the performance management of staff.

8. **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.
9. **Curriculum Circulars and Statutory Instruments** : Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the headteacher or governing body relating to the curriculum.