



# Cherry Tree Primary School

## PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT

September 2016

This is Cherry Tree Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

*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 either available for you on our website 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

**Our School Motto:** 'Learning together, learning for life.'

**Our Mission Statement:** 'At Cherry Tree School, children and adults work together so that everyone is inspired to learn, grow and achieve their potential in a happy, safe and caring community.'

#### Our Ethos and Values

- Everyone at Cherry Tree Primary school works together to promote an inclusive and positive culture for learning.
- We recognise that each child is unique and strive to engage, enthuse and motivate them so that they become confident, independent, resilient learners who achieve to the best of their ability.
- We make every effort to enable our pupils to become responsible citizens and be well prepared for the next stage in their education and future life.

### 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:



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- *School Brochure* - information published in the school brochure.
- *Governors Documents* - information published in various Governing Body documents.
- *Pupils & Curriculum* - information about policies that relate to pupils 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 or you can visit our website at [www.cherrytree.herts.sch.uk](http://www.cherrytree.herts.sch.uk).

Email: [admin@cherrytree.herts.sch.uk](mailto:admin@cherrytree.herts.sch.uk)

Tel: 01923 245490

Contact Address: **Cherry Tree Primary School, Berry Avenue, Watford, Herts WD24 6ST**

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. 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. However, 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 Brochure -

This contains various information about the school, and includes as a statutory requirement:

- information about the implementation of the Governing Body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last 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



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## Information relating to the Governing Body -

Information comprises:

- performance data
- Ofsted letter to the Headteacher
- School Development Plan

The instrument of Government comprises:

- 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 <sup>1</sup> of meeting of the Governing Body and its committees -

- Agreed minutes of meetings of the Governing Body and its committees [*current and last full academic school year*]

## Pupil and Curriculum Policies -

These cover many aspects of the running of the school, and include:

- 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
- 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
- Sex Education Policy - Statement of policy with regard to sex and relationship education
- Special Education Needs Policy - Information about the school's policy on providing for pupils with special educational needs
- Equality and Diversity Scheme - Ensures that there are equal opportunities for everyone within our school community.
- Collective Worship - Statement of arrangements for the required daily act of collective worship
- Child Protection Policy - Statement of policy for safeguarding and promoting welfare of pupils at the school.
- Behaviour Policy - Statement of policy for safeguarding and promoting welfare of pupils at the school.

## School management policies and other information related to the school -

These give access to information about policies that relate to the school in general and include:

- Published reports/letters from Ofsted referring expressly to the school - Published letter of the last inspection of the school. character
- Ofsted inspection Self-Evaluation Form - A statement of the governing body's evaluation of the school's performance.

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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.



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- 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, 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 - 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 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
- Pay Policy - Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
- Admissions Policy - Statement of the school's policy on admissions

## 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 Headteacher' at the school address.

**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 545 745**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**