

ST. CLEMENT DANES SCHOOL



PUBLICATION SCHEME

(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 available for you on application to the Headteacher at school.

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 6 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.
- *The School Profile and other information relating to the governing body* – information published in the School Profile and in other 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 in writing to the Headteacher, Dr J. Valentine. Some information is available on our website - www.stclementdaneshome.org.uk.

Email: enquiries@stclementdaneshome.org.uk

Tel: 01923 284169

Fax: 01923 284828

Contact Address: St Clement Danes School, Chenies Road, Chorleywood,
Hertfordshire WD3 6EW

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have any publication on the issue.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Providing information covered by this publication scheme entails administrative, photocopying and postage costs for which we will make a charge. We will advise you of the cost before fulfilling your request. Charges for photocopying are usually 5p per copy.

6. 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"> • 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

The School Profile and other information relating to the governing body– **this section sets out information published in the School Profile and in other governing body documents.**

Class	Description
School Profile	<p>The contents of the school profile is as follows:</p> <ul style="list-style-type: none"> ○ Data provided and updated by the DCSF on an annual basis ○ A summary of the latest Ofsted report provided by the DCSF and updated at least every three years ○ Narrative sections written by the school, updated at least once every academic year
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 ¹ of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees for the current and last full academic school year.</p>

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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
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
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.
Race Equality Policy	Statement of policy for promoting race equality. This will eventually be part of all embracing equality policy
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4 and Work Related Learning & Enterprise Policy
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement 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 reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character. Available on our website.
Ofsted inspection Self-Evaluation Form ²	A statement of the governing body's evaluation of the school's performance.
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. Available on our website
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 procedure	Statement of procedures for dealing with complaints
Staff Development	Statement of procedures adopted by the governing body relating to the development 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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda issued by the Department for Children Schools and Families to the Headteacher or Governing Body relating to the curriculum may be accessed via the Department for Children Schools and Families website www.dcsf.gov.uk .
Admissions policy	Statement of the schools policy on admissions.
Annex A - Documents	Annex A provides a list of documents that are held by the school and are available on request

Our website is at www.stclementdanes.org.uk

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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

Dr J Valentine
Headteacher
St Clement Danes School
Chenies Road
Chorleywood
Herts
WD3 6EW

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:

Mrs R Hadfield
Chair of Governors
c/o St Clement Danes School
Chenies Road
Chorleywood
Herts
WD3 6EW

Finally if you are not satisfied and wish to make a formal complaint to the external organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints please contact:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

or

Enquiry/Information Line: 01625 545 700

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

Website: www.informationcommissioner.gov.uk

Contact:	Headteacher	<u>Approved by Governing Body:</u>	September 2007
Discussion group:	Education Committee	<u>Review date:</u>	Autumn 2010

St Clement Danes School

Freedom of Information Publication Scheme

Annex A – Documents held by the school

POLICIES

NO.	NAME OF POLICY	STATUS S = Statutory
1	ACCESSIBILITY PLAN	S
2	ADMISSIONS POLICY AND CRITERIA	S
3	ANTI-BULLYING STATEMENT AND POLICY	S
4	ASSESSMENT AND MONITORING	
5	ATTENDANCE – STAFF	
6	ATTENDANCE TARGETS	S
7	BEHAVIOUR AND DISCIPLINE: A) GOVERNORS' STATEMENT OF PRINCIPLES B) POLICY	S
8	CAREERS EDUCATION, WORK RELATED LEARNING & ENTERPRISE	
9	CHARGING AND REMISSIONS	S
10	CHILD PROTECTION	S
11	COLLECTIVE WORSHIP	S
12	COMMUNITY COHESION	S (in preparation)
13	COMPLAINTS PROCEDURE	S
14	CURRICULUM STATEMENT	S
15	DISCIPLINE (STAFF)	S
16	DRUGS	
17	EQUALITY DUTY AND POLICIES (SEPARATE FILE) (Includes Disability Equality Duty, Race, Gender, Sexual Orientation and Equal Opportunities for Employees and Students	S (in preparation)
18	EXCLUSIONS	S
19	FINANCIAL CONTROL PROCEDURES	S
20	FREEDOM OF INFORMATION (PUBLICATION SCHEME – UNDER P)	S
21	GOVERNORS' VISITS	
	GOVERNORS' ALLOWANCES	S (in preparation)
22	GRIEVANCE (STAFF)	S
23	HEALTH & SAFETY AND RISK ASSESSMENT	S
24	HOME-SCHOOL AGREEMENT	S
25	HOMEWORK	
26	INSTRUMENT OF GOVERNMENT	S
27	LETTINGS AND USE OF PREMISES	
28	LOOKED AFTER CHILDREN	
29	MEDICINE	
30	MINIBUS	
31	OFSTED REPORT (January 2007)	
32	PAY	S
33	PSHCE	
34	PROSPECTUS	S
35	PUBLICATION SCHEME (Documents available from the school)	S
36	REGISTER OF BUSINESS INTERESTS	S

37	REWARDS AND SANCTIONS	
38	SCHOOL CODE	
39	SCHOOL PROFILE	S
40	SCHOOL SESSION TIMES AND TERM DATES	S
41	SCHOOL TRIPS	
42	SEX AND RELATIONSHIPS EDUCATION	S
43	SPECIAL EDUCATION NEEDS	S
44	STAFF DEVELOPMENT (INLCUDING PERFORMANCE MANAGEMENT)	S
45	STAFFING STRUCTURE REVIEW	S
46	TARGET SETTING FOR SCHOOLS	S
47	UNIFORM	
48	WHISTLEBLOWING POLICY	