



Achieve Believe Celebrate

BROADLEA PRIMARY SCHOOL

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Freedom of Information Publication Scheme

The Freedom of Information Act 2000 intends that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. This scheme sets out the information 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 covered by this scheme is available in paper form.

Certain information held by the School and/or Governing Body may not be made public, for example personal information and items marked as Confidential Items on Governing Body minutes.

Broadlea Primary School aims to enable every child to fulfil their learning potential, with education that meets the needs of each child, and help every child develop the skills, knowledge and personal qualities needed for life and work. This scheme is a means of showing how we are pursuing these aims.

The information that we undertake to make available is organised into four broad topic areas:

- School Prospectus – information published in the school prospectus.
- 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.

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are –

Email: admin@broadleapri.iow.sch.uk
Tel: 01983 402403
Contact Address: Broadlea Primary School
Newport Road, Lake, PO36 9PE

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

Single copies of information covered by this publication are provided free unless stated otherwise in section 2. Where a charge applies, this will be indicated by a £ sign in the description box. Reference should be made to Broadlea Primary School’s Charging Policy which sets out the charges where applicable.

2. Classes of Information to be 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

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 are as follows:</p> <ul style="list-style-type: none"> list information included in the school profile e.g. <ul style="list-style-type: none"> performance data summary of Ofsted report school’s intentions for the future, etc.
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
Governor Allowances	<p>The scheme by which Governors may claim for expenses incurred whilst carrying out their duties</p>

Delegation of Responsibility	A scheme detailing levels of authorisation with regards to decisions the Governing Body, it's Committees or individual members may make
Register of Business Interests of Head Teacher and Governors ²	A statement of the Governing Body's Business and other interests that may influence decisions made by the Governing Body ² Some information may be confidential or otherwise exempt from publication by law – we cannot therefore publish this £
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees may be made available in accordance with the Minutes and Papers of the Governing Body Policy. ¹ Some information may be confidential or otherwise exempt from 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 (Subject) Policies	Statements on following the policies for the secular curriculum subjects and religious education, 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 Plan	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
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.

Missing Child Policy	Statement of policy in the event a child goes missing from school or during a school outing.
Behaviour Management	Statements of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying, the exclusion of pupils and how the decision to exclude a pupil will be made
Accidents & Administering Medicines	Information as to how we record accidents in the school and how medicines are handled and administered to pupils
Presentation, Marking & Assessment	Details the aims of assessment, how assessment is undertaken and how this assessment is recorded, monitored and reported to parents
Early Years Foundation Stage	Statement with regards to the aims of teaching in the Foundation Stage (Reception class)
Gifted and Talented Policy	The provisions by which more-able children are encouraged to further develop their ability
Internet Policy	Statement of how the internet will be accessed and used by pupils and the controls by which staff will ensure its safe use
Nutritional Standards	The objectives and guidelines by which children will be encouraged to foster good eating habits and healthy attitudes towards food
Register of Pupils ¹	Statement of the system by which pupil data is held and maintained including details of attendance and absence from School ¹ Some information may be confidential or otherwise exempt from publication by law – we cannot therefore publish this £
Confidentiality	Method by which pupils' confidentiality will be maintained in general and with particular reference to issues of Child Protection and Special Educational Needs
Physical Restraint	Procedure and guidance with regards to the physical restraint of pupils £
Teaching and Learning	Statement of the principles of teaching and learning and how the staff will carry out its duties and deliver its aims
Attendance Targets	Information with regards to the target for pupil attendance £
Community Cohesion	Statement of methods by which the School is integrated with the local, national and global community
Extra Curricular Activities	Statement of after-school clubs and the guidelines for such clubs £

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
Ofsted inspection Self-Evaluation Form ² Action Plan following Ofsted inspection ²	<p>A statement of the Governing Body's evaluation of the school's performance.</p> <p>A statement detailing the actions required as a result of Ofsted inspection including areas for improvement.</p> <p>² Some information may be confidential or otherwise exempt from publication by law – we cannot therefore publish this</p> <p>£</p>
Charging 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 Procedure	Statement of procedures for dealing with complaints
Performance Management of Staff Policy	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 Policy	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance £
Staff Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay. £
Staffing Structure	The school's plan for the implementation of any changes to its staffing structure following statutory review. £
Allegations of Abuse Against Staff	Statement as to the procedure for investigating allegations of abuse against staff
Leave of Absence	Statement of how staff may apply for leave of absence £
Visitors	Statement and procedure for visitors to school# £
Induction	Procedure for the induction of new members of staff £

Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Head Teacher or Governing Body relating to the curriculum £
Admissions Policy	Statement of the school's policy on admissions

We welcome any comments or suggestions you may have about the scheme. If you wish to make any comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be sent to the school, marked for the attention of the Chair of Governors

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 this should be addressed to the Information Commissioner's Office. The Information Commissioner's Office 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 545 700

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

Website : www.informationcommissioner.gov.uk

Signed:	Chair of Governors		Date:	January 2016
Subsequent Reviews, Initialed and Dated:				