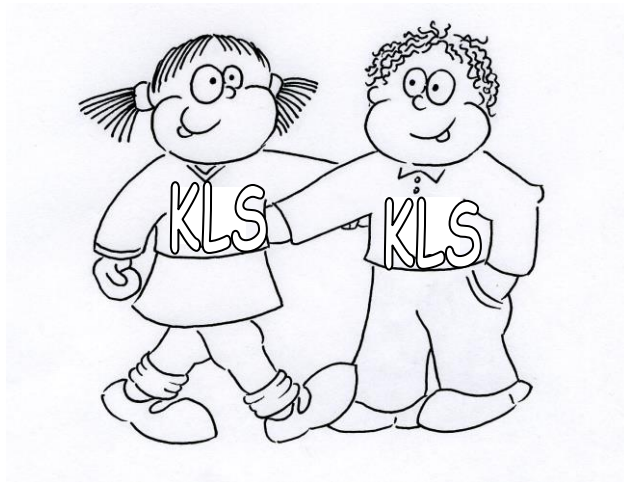


King's Lodge School



Publication Scheme on information available under
the Freedom of Information Act 2000



June 2021

This is King's Lodge 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 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. 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.
- Information relating to the governing body - information published in the 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.

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Schools Office by telephone, email or letter.

Contact details are set out below.

Email: community@kingslodge.wilts.sch.uk

Tel: 01249 444405

Contact Address:

King's Lodge School,
Lodge Road,
Chippenham,
SN15 3SY

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, you can still contact the school to ask if we have it.

4. Paying for information

Information published on our websites 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 unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box. There will be a charge of 10p per sheet with a maximum charge of £50.

5. Classes of Information Currently Published School Prospectus – this section sets out information published in the school Prospectus (Guide to the School)

| Class | Description |
|---|---|
| Guide to the School (on website) | <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. |

Information relating to the governing body- this section sets out information published in other governing body documents

| Class | Description |
|---|---|
| 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 (£) | Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>] |

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 (on website in 2013) | 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 & Relationships Education Policy (scheme on website) | Statement of policy with regard to sex and relationship education |

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| Special Education Needs Policy (on website) | 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. |
| Single Equality Policy (£) | Statement of policy for promoting equality |
| Collective Worship (£) | Statement of arrangements for the required daily act of collective worship |
| Child Protection Policy (on website) | Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i> |
| Positive Behaviour Policy (on website) | Statement of general principles on behaviour and discipline and of measures taken by the head teacher 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 (see website) | 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 |
| Charging and Remissions Policies (on website) | 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 (on website) | 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 (on website) | Statement of procedures for dealing with complaints |

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|---|--|
| 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. |
| 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 sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum |
| Admissions Policy (see LA website) | Statement of the school's policy on admissions |
| Annex A - Other documents (£) | Annex A provides a list of other documents that are held by the school and are available on request |

² Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

6. 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 Chair of Governors, King's Lodge School, Lodge Road, Chippenham, SN15 3SY.

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 545 700

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

Website : www.informationcommissioner.gov.uk

**King's Lodge School Freedom of Information Publication
Scheme**

Annex A - Further documents held by the school

| Name of Document | Description |
|------------------------------|--|
| Annual School Reports | Individual Annual School reports which are only available to those with parental responsibility. |
| Progress and Attainment Data | Which is only available to those with parental responsibility. |
| Accident statistics (£) | Available by application |
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Agreed by Governors 23.06.2021

To be reviewed September 2022

Signed (Chair of Governors):