

**Signed by the Governing Body:**

**Agreed by the Governing Body: May 2016**

**Review Date: Summer 2019 or earlier if required.**

**1. Introduction**

1.1 One aim of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

1.2 This publication scheme sets out:

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

1.3 The scheme covers information already published and information which is to be published in the future.

1.4 All information in our publication scheme is available in paper form

**2. Categories of information**

2.1 The categories of information are known as 'classes'. These are contained in section 5 of the scheme.

2.2 The classes of information that we undertake to make available are organised into three broad topic areas:

- Governors' documents
- Pupils and curriculum
- School policies and other information relating to the school

**3. How to request information**

3.1 If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-Mail or letter.

3.2 Contact details:

Ashby Road, Ullesthorpe, Lutterworth, Leicestershire, LE17 5DN

E-mail: [officeadmin2@ullesthorpe.leics.sch.uk](mailto:officeadmin2@ullesthorpe.leics.sch.uk)

Telephone: 01455 209926

3.3 To help us process your request quickly, please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST'

**4. Costs to be taken into account**

The following need to be taken into account when calculating the estimated cost of complying with a request for information:

4.1 Prescribed costs: These are any costs reasonably incurred by the school:

- In determining whether information of the description specified in the request is held
- In locating and retrieving the information and in meeting the applicant's preference for communicating the information
- In associated staff time. But it does not include the cost of time staff time incurred in determining whether the school is obliged to comply with the request for information

4.2 The disbursements: These are any costs directly and reasonably incurred by the school in:

- Informing the applicant whether information of the description specified in the request is held
- Communicating the information to the applicant

**5. Classes of information**

5.1 Governors' documents:

Class	Description
Instrument of Government	The Instrument of Government contains: <ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The number of governors</li> <li>• The name of the Chair of governors</li> <li>• The term of office of each category of governor if less than four years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> </ul>
Minutes of the governing body and committees	<ul style="list-style-type: none"> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
Admissions policy	Agreed minutes of the Governing Body and its committees Agreed policy on admissions – sets out over-subscription criteria

5.2 Pupils and curriculum policies:

Class	Description
Home-School agreement	Statement of the school's responsibilities, parental responsibilities and the school's expectations of its pupils
Teaching and Learning Policy	Statement on following the policy for the secular curriculum and religious education and syllabuses currently used by the school
Sex and relationships education policy	Statement of policy with regard to sex and relationships education
Special educational needs and disabilities policy	Information about the school's policy on providing for pupils with special educational needs and disabilities

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Accessibility plan & public equality duty	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 people; how we eliminate discrimination; how we promote equality of opportunity for those with and without protected characteristics and how we foster good relations across all characteristics.
Collective worship policy	Statement of arrangements for the required daily act of collective worship
Child protection policy	Statement of policy for safeguarding and promoting the welfare of pupils at the school
Behaviour policy	Statement of general principles on behaviour and discipline
Anti-bullying policy	Statement of policy to promote anti-bullying measures and principles on dealing with bullying

5.3 School policies and other information related to the school: (All policies and review dates are listed as an appendix)

Class	Description
Ofsted report	Published report of the last Ofsted inspection of the school
Religious inspection report	Published report of the last SIAMS inspection for those schools designated as having a religious character
Charging policy	Statement of the policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted.
School session times and term dates	Details of school session and dates of school terms and holidays
School development plan	Strategic priorities for development and raising attainment
Health, Safety and Wellbeing policy	Statement of general policy with respect to health and safety at work of employees and others and the arrangements for carrying out the policy
Complaints policy	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 Headteacher on the effectiveness of 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

**6. Exemptions**

A series of exemptions are set out in the Freedom of Information Act which allow the withholding of information in relation to an enquiry.

6.1 Absolute: where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest.

6.2 Qualified: where, even if an exemption applies, there is a duty to consider the public interest in disclosing information. For full details of both absolute and qualified exemptions, see the Freedom of Information Act 2000.

**7. Feedback and complaints**

7.1 We welcome any suggestions you may have about the scheme. If you want to make comments about the scheme, if you require further assistance or wish to make a complaint, please contact the Headteacher in the first instance.

7.2 If you are not satisfied 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 deals with formal complaints and ensures compliance with the FOIA. They can be contacted at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 01625 545700  
E-mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)