



# Raughton Head C of E Primary School

Raughton Head, Carlisle, Cumbria CA5 7DD Tel: 016974 76291  
[admin@raughtonhead.cumbria.sch.uk](mailto:admin@raughtonhead.cumbria.sch.uk) [www.raughtonhead.cumbria.sch.uk](http://www.raughtonhead.cumbria.sch.uk)

Headteacher: Mrs A Dickinson

## **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,
- 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, or available in paper form.

Some information which we hold may not be made publish 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

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 prospectus

**Pupils and 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, or letter. Contact details are set out below (or you can visit our website: [www.raughtonhead.cumbria.sch.uk](http://www.raughtonhead.cumbria.sch.uk)

Email: [admin@raughtonhead.cumbria.sch.uk](mailto:admin@raughtonhead.cumbria.sch.uk)

Telephone: 016974 76291

Postal address: Raughton Head C of E School  
Raughton Head, Carlisle, CA5 7DD

If the information you are looking for is not available via the scheme or 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 do not have Internet access you can access our website using a local library or 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 larger 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.

#### **6. Classes of information currently available**

**School prospectus**

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<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"> <li>○ The name, address and telephone number of the school, and the type of school</li> <li>○ The names of the headteacher and chair of governors</li> <li>○ Information on the school policy on admissions</li> <li>○ A statement of the school's ethos and values</li> <li>○ Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>○ Information about the school's policy on providing for pupils with special educational needs</li> <li>○ The number of pupils on roll and rates of pupils' authorised and unauthorised absences.</li> <li>○ National Curriculum assessment results for appropriate Key Stages, for cohorts of 10 or more pupils, with national summary figures</li> <li>○ The arrangements for visits to the school by prospective parents</li> </ul>

**Pupils and curriculum policies** – this section gives access to information about policies that relate to pupils and the school curriculum

<b>Class</b>	<b>Description</b>
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
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
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.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and inspection reports of religious education.
Post-Ofsted inspection Action Plan	A plan setting out the actions required following the last Ofsted inspection and an action plan following inspection of religious education.
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, eg 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 assessments	Statement of general policy with respect to health and safety at work or 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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda relating to the curriculum sent by the Department for Education and Skills to the headteacher or the governing body.
Annex A – other documents	Annex A provides a list of other documents that are held by the school and are available on request

## **7. Feedback and complaints**

We welcome any comments or suggestions you may have about this 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 of Raughton Head C of E School.

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 by telephone on 01625 545 700

Email: [publications@ic-foi.domon.co.uk](mailto:publications@ic-foi.domon.co.uk)

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

WHEN A PAPER COPY OF OUR PUBLICATIONS ARE REQUESTED, WE ALSO OFFER LARGE PRINT VERSIONS IF REQUIRED