

# Billinge Chapel End Primary School & Nursery

## Freedom of Information Publication Scheme



## **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 via contact with the School Office. 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**

**At Billinge Chapel End Primary School we aim to provide a safe, happy and stimulating learning environment In order to achieve this we:**

Provide learning environments that are warm, welcoming, secure, child-centred and intellectually stimulating.

Help develop a positive attitude to learning and encourage children to become independent and involved in planning and organising their own learning.

Provide quality teaching that motivates and sustains the children's attention.

Encourage our children to develop lively, imaginative, creative and enquiring minds.

Provide opportunities for our children to question, discuss and apply themselves to tasks and physical skills.

Develop the skills that children need in order to contribute successfully to a constantly changing society.

Develop the moral and social values that children need in order to contribute effectively towards a sustainable environment for future generations.

Encourage the children to value human achievements in all areas including music, sports and the arts.

Develop the potential of every child so they can achieve to the best of their ability

**As a result of such an environment we hope our children will leave Chapel End Primary school as healthy, happy, rounded individuals who:**

- Have respect for the world and understand their responsibilities as a global citizen in ensuring it is conserved for future generations
- are aware of their place in society and their responsibility to contribute positively to it.
- are polite, well-mannered and helpful
- Have respect and tolerance for others, and their beliefs and cultures.
- possess the skills and knowledge that they require to enable them to continue their learning and achieve their full potential

### 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**

**The Governing Body**

**Policies**

**Ofsted and school performance**

### 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.

Tel: 01744 678230

Contact Address: Billinge Chapel End Primary School & Nursery  
Carr Mill Rd,  
Billinge  
WN5 7TX

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

If the information you are looking for is not available via the scheme, 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. Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to 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.

### 6. Classes of Information Currently Published

**School Prospectus** – General information about the day to day running of the school.

**The Governing Body**– this section sets out information published in governing body documents.

**Policies**-These are numerous and cover various aspects of school practice and procedures (for a full list of available policies please contact the school office).

**Ofsted and school performance** -information relating to the school following inspection.

## **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 the school office.

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 helpline: Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Website : <https://ico.org.uk/concerns/>

**Date Approved:** Summer 2018

**Date of Next Review:** Summer 2020