

# Newington Green Primary School



**Publication scheme on  
information available under the  
Freedom of Information Act 2000**

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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 **[either available for you on our website to download and print off or]** 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. Aims and Objectives**

We aim to give our children the very best life opportunity through ensuring:

- They have the core skills and knowledge necessary to access secondary education successfully
- That children develop an understanding of what learning means and how they can learn things for themselves, so that they will be equipped for lifelong learning
- Their families are engaged in the learning process and are involved in community learning opportunities
- That the children experience a broad curriculum
- That learning is high quality, and lessons are fun, with teachers making the best use of recent research to help them plan and deliver the best learning opportunities and 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:

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**School General information** – information published on the school website relating to the work of the school.

**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.

#### **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 at [www.newingtongreen.co.uk](http://www.newingtongreen.co.uk)]**

Email : **[admin@newingtongreen.islington.sch.uk](mailto:admin@newingtongreen.islington.sch.uk)**

Tel: **02072543092**

Contact Address: **Matthias Road, London, N16 8NP**

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

If the information you're looking for isn't available via the scheme **[and isn't on our 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 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.

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## 6. Classes of Information Currently Published

**School Information** – this section sets out information published on the school website

<b>Class</b>	<b>Description</b>
<b>School</b>	<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 head teacher 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>• the schools use of the pupil premium</li><li>• information about the school's policy on providing for pupils with special educational needs</li><li>• attendance figures</li><li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>• the arrangements for visits to the school by prospective parents</li><li>• Links to Ofsted reports</li><li>• Governors interests</li></ul>

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
Teaching Policy	The main policy for the school, setting out teaching approaches and philosophy
Curriculum documents	Curriculum overview documents for each year group showing subjects, topics and broad objectives.
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs	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.
Equality Policy	Statement of policy for promoting equality as per Section 75 of the 1998 NI Act
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 head teacher to prevent bullying.

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**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>
Charging and Remissions Policies	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	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 sent by the Department of Education to the head teacher or governing body relating to the curriculum

## **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 Headteacher.

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](mailto:publications@ic-foi.demon.co.uk)**

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

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