



Carlton VC Church of England Primary School

Freedom of Information Document 2024

'Work hard, reach for the stars and you will go far'

Approved by: Jo Bevis
SLT & Staff

Date: 11/6/24

Written by: Jo Bevis

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This is Carlton VC C of E School's Publication Scheme on information available under the Freedom of Information Act 2000

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 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.

The Governing Body is responsible for maintenance of this scheme.

2. Aims and Objectives

The school aims:

- To provide a stimulating environment where each child can grow in self-confidence and realise their full potential intellectually, physically, socially and spiritually, within the context of a caring Christian community.
- To help children develop lively enquiring minds, the ability to question and argue rationally and a willingness to apply these skills to a variety of tasks.
- To give equal opportunity to access the whole of our curriculum, regardless of gender, special need, colour, race or creed.
- To promote the acquisition of skills, knowledge and understanding, and enable children to make effective use of these by providing a rich and interesting curriculum.

- To develop in each child an understanding of a wide variety of cultures and backgrounds, enabling them to be sensitive, perceptive, tolerant individuals, having self-respect and respect for others in the wider ranging community.
- To provide a sound grounding in basic subjects in the belief that this gives a firm foundation for future learning.
- To encourage the development of knowledge, skills and attitudes enabling children to be adaptable in their future lives in a rapidly changing world.
- To promote the development of creative skills and physical abilities.
- To establish that learning is an exciting, rewarding and absorbing experience and encourage an appetite for acquiring further knowledge, skills and experiences.
- To encourage the formation and continuation of a partnership between home and school and to actively involve parents in their child's education and in the life of the school.

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 Website*– information published on the school website
- *Governors' Documents* – information published in 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

4. How to request information

Many of the documents are available on our website

www.carltoncofeprimary.co.uk

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. There may be a small charge for this.

Email: admin@carltonvcprimary.co.uk

Tel: 01234 720281

Contact Address: Carlton V.C. C of E Primary School,
The Moor,
Carlton, Bedford, MK43 7JR

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.

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.

If your request means that we have to do a lot of photocopying or printing, or pay a postage charge, or is for a priced item such as some printed publications we will let you know the cost before fulfilling your request.

6. Classes of information currently published

6.1 Who we are and what we do

We are a Primary and Nursery School set in Carlton, Bedfordshire.

Instrument of Government: The Instrument of Government is the document that records the name and category of the school and the name and constitution of its Governing Body.

School website: The statutory contents of the school website, includes the followings:

- Admission arrangements
- Safeguarding information
- Information about the implementation of the Governing Body's policy on pupils with special educational needs (SEND)
- A description of the policies relating to accessibility including facilities or actions to improve access and the accessibility plan

- *Governing Body:* The names, and contact details of the governors should be available and the basis on which they have been appointed, term of office, any specific responsibilities and % meetings attended
- *School session times and term dates:* Details of school session times and dates of school terms and holidays
- *Location and contact information:* The address, telephone number and website for the school together with the names of key personnel
- *All statutory policies.*

6.2 What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit

- *Pay policy:* The statement of the school's policy and procedures regarding teachers' pay.
- *Staffing structure*
- *Pupil Premium:* A statement of how the school has used funding provided to close the gap in attainment of disadvantaged pupils

6.3 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

- *Performance management information*
 - Performance management policy and procedures adopted by the governing body.
 - *Schools future plans*
 - Any major proposals for the future of the school involving, for example, consultation or a change in school status.
- *Child protection*
 - The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State

6.4 How we make decisions

Decision-making processes and records of decisions, available for the current and previous three years.

- *Admissions policy / decisions*
 - The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which

applications were successful) should be if this information is held by the school

- *Minutes of meetings of the Governing body and its sub-committees*
Minutes, agendas and papers considered at such meetings are available on request in the form of a paper copy (there will be a small charge for this). All requests for this information should be made to Mrs L Pinfold, Office Manager in writing. All information of a sensitive nature or that is considered GDPR will be redacted.

- **6.5 Our policies and procedures , lists and registers**

Current written protocols, policies and procedures for delivering our services and responsibilities

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	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationships and Sex Education Policy (RSE)	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.
Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection /safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.

Behaviour and Anti-Bullying Policies	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.

Class	Description
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 where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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 and Skills to the head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

6.7 The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

- *Extra-curricular activities*
- *Out of school clubs*
- *School publications*
- *Leaflets, booklets and newsletters*

Our website is at: <http://www.carltoncofeprimary.co.uk/>

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, Carlton C of E Primary School, The Moor, Carlton, Bedford MK43 7JR

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 is Mr John Edwards

Enquiry/Information Line: 0303 123 1113

Website <https://ico.org.uk/make-a-complaint/>

*Carlton VC C of E School Freedom of Information Publication Scheme
Annex A – Further documents held by the school*

Name of Document

School Development Plan

School Self-Evaluation

Asset register