



Shepherd Primary's 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; 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.

For more information, see [Guidance on Freedom of Information for schools 2016](#)

2. Aims and Objectives

• School aims

Our school community (children, staff, parents and governors) aims to:

- Learn and grow together within a safe, caring and happy environment;
- Continually encourage achievement in all aspects of school life;
- Motivate all children with a broad and challenging curriculum;
- Treat everyone with honesty and respect;
- Ensure opportunities for all.

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**-Statutory information published on the website
- **Information relating to the governing body** – information published, 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

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: admin@shepherd.herts.sch.uk

Tel: 01923 773478

Fax: 01923 444740

Contact Address: Shepherd Primary School, Shepherds Lane, Rickmansworth, Herts WD3 8JJ

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 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.

6. Classes of Information Currently Published

School Website**

This section sets out statutory information published on the school website (other items may be included on the website at the school’s discretion):

The governing body is responsible for:

- Ensuring that the information above is published on the school website – or arranging for the information to be displayed on a website, and the address/details made known to parents
- Providing a paper copy of the information published on the website, without charge, to parents on request
- Making sure that the information is updated as soon as is reasonably practicable following a change to that information and, in any event, at least annually

Class	Description
Contact details	School’s Contact details
Admission Arrangements	Statement of the school’s policy on Admission Arrangements or where they may be found.
Ofsted Report	Link to Ofsted Report

KS2 Results	Most recent key stage 2 results
School performance	Link to school performance tables on www.education.gov.uk
Pupil Discipline	<p>Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.</p> <p>At Shepherd Primary School our Behaviour Policies are:</p> <ul style="list-style-type: none"> • Behaviour Statement written statement • Written policy on behaviour statement • Anti-bullying • Behaviour and Discipline
Pupil Premium Report	Information regarding the allocation and use of the Pupil Premium Grant and its impact on attainment.
Special Education Needs Policy (SEN)	Information about the school's policy on providing for pupils with special educational needs
Charging and Remissions Policy	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's ethos and values	Statement of the school's ethos and values
Outturn Report	Information regarding the financial position at the end of the previous financial year
Sports Premium Reports	Information regarding the allocation and use of the Sports Premium Grant and its impact on attainment.
Curriculum Information	School curriculum information for each year group by subject, including phonics/reading schemes and key stage 4 courses/qualifications as appropriate

**** Information available on our website**

Our website is at www.shepherd.herts.sch.uk

Information relating to the governing body

This section sets out information relating to the governing body.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect

Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]. Minutes remain 'draft' until approved and signed at the next committee or full governing body meeting. Draft minutes cannot be released.
Terms of Reference	Agreed responsibilities of the Governing Body and delegation to the committees.

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	
Sex and Relationship Education Policy (SRE)	Statement of policy with regard to sex and relationship education
Special Education Needs Policy (SEN)	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan	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, staff and parents.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Early Years Foundation Stage (EYFS)	Policies and Procedures relating to EYFS covering learning and development, safeguarding and welfare. Polices include: <ul style="list-style-type: none"> • Evacuation Procedure for EYU • Intimate Care • Lost Child Procedure • Settling in Policy and Procedures • Foundation Stage to Year 1 Transition

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form¹ (SEF)	A statement of the governing body's evaluation of the school's performance.
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
Equality Scheme and Statement	Document setting out equality objectives of the school demonstrating how the school is meeting the aims of the general public sector equality duty and annual statement.
Premises Management Documents	Policies and procedures regarding aspects of school premises management and maintenance. Policies include: <ul style="list-style-type: none"> • Evacuation Procedure • Fire and Safety • Fire Risk Assessment • Lettings
Complaints procedure statement	Statement of procedures for dealing with complaints
Governances Allowances Scheme	Scheme for paying Governor expenses
Register of Pecuniary (Business) Interests (and Policy)	Register of staff's business interests
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. At Shepherd Primary School our Staff Conduct, Discipline and Grievance are: <ul style="list-style-type: none"> • Capability • Code of Conduct • Disciplinary Procedure • Grievance Procedure • Harassment and Bullying Policy and Procedure

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Pay and Performance Management	Statement of the school's policy regarding staff's' pay including procedures for determining teachers 'grievances in relation to their pay, performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures. Policies include: <ul style="list-style-type: none"> • Continued Professional Development • Health and Attendance • Leave of absence • Pay • Performance Appraisal • Performance Related Increments for Support Staff • Probationary Procedure and toolkit for Support Staff
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
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

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 **PUBLICATION SCHEME FEEDBACK**.

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.

Website : www.informationcommissioner.gov.uk



Shepherd Primary School
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

Adult Volunteer Helpers and Student Placement	ICT	SEND Implementation of policy on website
Anti-Bribery	Inclusion	Service Contracts Procedure
Art	Individual School range	Settling in Policy and Procedures
Assessment	Intimate Care	SFVS
Attendance and Registration	Library	Staff Dress code
Authorised Signatories- Fund	Lost Child Procedure	Staff Handbook
Authorised Signatories- General	Managing Allegations against Staff	Staff Induction Pack
Bereavement Policy	Marking and Feedback	Staffing Restructuring Guidance
Business Card Policy	Mathematics	Sun Protection
Calculation Policy	Medicine policy	Supporting Pupils with Medical Conditions
Child Collection	Modern Foreign Languages (MFL)	Target Setting
CLA (HCC)	Most Able and Talented	Teaching & Learning
Collective Worship	Music	The Arts
Competency Matrix- Governors	Off-site Visits	Theft and Fraud Prevention Policy
Competency Matrix- Staff	Ordering Procedure	Travel Plan
Complaints Procedure	Phonics	Travel Plan Hands Up survey
Cycle to school	Physical Education (PE)	Water
D&T	Post Ofsted Action plan	Whistleblowing (HCC)
Debt Recovery	Presentation	
Drugs	Privacy Notice- Pupils	
E Safety and Data security	Privacy Notice- Staff	
Emergency Response Plan	professional_Association_trade_union_contact_details_june_15	
English	PSHE and Citizenship	
English as an additional language (EAL)	PTA Schedule of Financial Delegation	
Equipment disposal	Racial Equality	
First Aid	Religious Education (RE)	
Food	Restrictive Physical Intervention	
FS-Y1 Transition	Review SEN report and Local Offer	
Geography	Safeguarding	
Gifts and Hospitality	Safer Recruitment (HCC)	
Governors Induction	Schedule of Financial Delegation	
Governors Pre Appointment Check Form	School Improvement Plan	
Governors Visits Protocol/Link Subject Feedback Form	School Meal	
History	School Uniform	
Home Learning	Science	