This is Birches Green Infant School N.C. Publication Scheme
on information available under the Freedom of Information Act 2000

The governing board is responsible for maintenance of this scheme.

1. Introduction:

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 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

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,

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:
School Prospectus - information published in the school prospectus.
Governors' Documents - information published in the Governors Annual Report and in governing board 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

- Individuals have the right to access their personal data and supplemental information, allowing individuals to be aware of and verify the lawfulness of the processing.

- Under the GDPR 2018, individuals will have the right to obtain: confirmation that their data is being processed;

- Access to their personal data; and other supplementary information which largely corresponds to the information that should be provided in a Privacy Notice.

- Information will be provided free of charge, however, we may charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive. We will also charge a reasonable fee to comply with requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

- Information will be provided within 30 days of all requests. An extension period of two months can be implemented if the requests are complex or numerous, but if this is necessary we will inform the individual within 30 days of the request and explain why the extension is necessary.

- If a request is refused an explanation must be given informing the individual of their right to complain.

- If the request is made electronically we will provide the information in a commonly used electronic format.

- We will use reasonable means to verify the identity of the person making the request.

- The GDPR does not include an exemption for requests that relate to large amounts of data, but we will consider whether the request is manifestly unfounded or excessive.
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: enquiry@birchgni.bham.sch.uk
Tel: 0121-464-4310
Fax:0121-464-4774
Contact Address: Birches Green Infant School, Birches Green Rd, Erdington, Birmingham B24 9SR

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

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. A £ sign in the description box will indicate where there is a charge this.

6. Classes of Information Currently Published

School Prospectus

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
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</table>


The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the head teacher and chair of governors
- information on the school policy on admissions
- a statement of the school’s ethos and values
- 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
- information about the school’s policy on providing for pupils with special educational needs
- number of pupils on roll and rates of pupils’ authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- the arrangements for visits to the school by prospective parents

Information relating to the governing board

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Governors’ School</td>
<td>The statutory contents of the School Profile is as follows,</td>
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</table>
**Profile**
- details of the governing board membership, including names of the chair and Clerk.
- a statement on progress in implementing the action plan drawn up following an inspection
- a description of the school’s arrangements for security of pupils staff and the premises
- information about the implementation of the governing body’s policy on pupils with special educational needs (SEN) and any changes to the policy during the last year
- a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
- a statement of policy on whole staff development identifying how teachers’ professional development impacts on teaching and learning
- number of pupils on roll and rates of pupils’ authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- a statement of the extent to which proposals in the post-inspection action plan have been carried into effect

**Instrument of Government**
- The name of the school
- The category of the school
- The name of the governing board
- The manner in which the governing board 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 of meeting of the governing board and its committees**
Agreed minutes of meetings of the governing board and its committees [current and last full academic school year]

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Home – school agreement</td>
<td>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</td>
</tr>
</tbody>
</table>

1 Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this
<table>
<thead>
<tr>
<th><strong>Curriculum Policy</strong></th>
<th>Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sex Education Policy</strong></td>
<td>Statement of policy with regard to sex and relationship education</td>
</tr>
<tr>
<td><strong>Special Education Needs Policy</strong></td>
<td>Information about the school’s policy on providing for pupils with special educational needs</td>
</tr>
<tr>
<td><strong>Accessibility Plans</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Race Equality Policy</strong></td>
<td>Statement of policy for promoting race equality</td>
</tr>
<tr>
<td><strong>Collective Worship</strong></td>
<td>Statement of arrangements for the required daily act of collective worship</td>
</tr>
<tr>
<td><strong>Child Protection Policy</strong></td>
<td>Statement of policy for safeguarding and promoting welfare of pupils at the school. (from September, 2017)</td>
</tr>
<tr>
<td><strong>Pupil Discipline</strong></td>
<td>Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.</td>
</tr>
</tbody>
</table>
### School Policies and other information related to the school

<table>
<thead>
<tr>
<th>Class</th>
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</tr>
</thead>
<tbody>
<tr>
<td>School's Ofsted reports.</td>
<td>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</td>
</tr>
<tr>
<td>Post-Ofsted action plan</td>
<td>A plan setting out the actions required following the last Ofsted inspection.</td>
</tr>
<tr>
<td>Charging and Remissions Policies</td>
<td>A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, for example school publications, music tuition, trips.</td>
</tr>
<tr>
<td>School session times and term dates</td>
<td>Details of school session and dates of school terms and holidays.</td>
</tr>
<tr>
<td>Health and Safety Policy and risk assessment</td>
<td>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</td>
</tr>
<tr>
<td>Complaints procedure</td>
<td>Statement of procedures for dealing with complaints.</td>
</tr>
<tr>
<td>Performance Management of Staff</td>
<td>Statement of procedures adopted by the governing board relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures</td>
</tr>
<tr>
<td>Staff Conduct, Discipline and Grievance</td>
<td>Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance</td>
</tr>
<tr>
<td>Curriculum circulars and statutory instruments</td>
<td>Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing board relating to the curriculum</td>
</tr>
<tr>
<td>Annex A - Other documents</td>
<td>Annex A provides a list of other documents that are held by the school and are available on request.</td>
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</tbody>
</table>
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 Head Teacher.

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
<table>
<thead>
<tr>
<th>Name of Document</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>NONE</td>
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