Swanton Morley VC Primary School
"Love your neighbour as yourself."

Date Reviewed	May 2026
Signed	Ruth Robinson

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 (FOIA) is that public authorities 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 is available in paper form.

Some information which we hold may not be made public, for example personal information.

The publication scheme conforms to the model scheme for school 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.

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 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.

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 as follows:

Email: office@swantonmorley.norfolk.sch.uk

Tel: 01362 637219

Address: Manns Lane, Swanton Morley, Dereham, Norfolk, NR20 4PX

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 scheme are provided free unless stated otherwise in section 6.

6. Classes of Information Currently Published

School Prospectus

The statutory contents of the school website are as follows:

- Name, address and telephone number of the school, and the type of school
- The names of the Headteacher and the Chair of Governors
- Information on the school policy and admissions
- A statement of the school's ethos and vision
- The school's Vision
- Details of any affiliations with a particular religions or religious denomination, the religious education provided, parents' right to withdraw their child from collective worship
- Information on the school's policy for pupils with SEN
- Number of pupils on roll and rates of pupils' absences
- National Curriculum assessment results for appropriate key stages, with national summary figures
- The arrangements for visits to the school by prospective parents

Governors' Annual Report and other information relating to the governing body

The statutory contents of the Governors' annual report to parents are as follows:

- Details of the Governing Body membership
- A statement on progress in implementing the action plan drawn up following an inspection
- A financial statement, including gifts made to the school and amounts paid to Governors for expenses
- A description of the school's arrangements for security of pupils, staff and premises
- Information about the implementation of the Governing Body's policy on pupils with SEN and any charges 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
- Number of pupils on roll and rates of authorised and unauthorised absence
- National Curriculum assessment results for appropriate key stages, with national summary figures

Instrument of Government:

- 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 of the meeting of the Governing Body and its committees:

- Agreed minutes of meetings of the Governing Body and its committees

Pupils and Curriculum Policies

- Home-School Agreement – statement of the school's aims, values and responsibilities, parental responsibilities and expectations of pupils
- Curriculum Policy
- RSE Policy (Relationship and Sex Education)
- SEN Policy/Information Report (Special Educational Needs policy)
- Accessibility scheme – plan for increasing participation of disabled pupils in the school's curriculum and improving access of the physical environment
- Race Equality Policy
- Collective Worship Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy

Other Information Related to the School

- Published reports of Ofsted referring expressly to the school
- Charging and remissions policy
- School session times and term dates
- Health and Safety Policy
- Complaints procedure
- Performance Management of staff
- Staff Conduct, Discipline and Grievance
- Curriculum circulars and statutory instruments

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require any further information or have a complaint to make then please contact the Headteacher and/or the Chair of Governors of the school.

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 this should be

addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with The Freedom of Information Act 2000. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Phone number – 01625 545 700

Email – publications@ic-foi.demon.co.uk