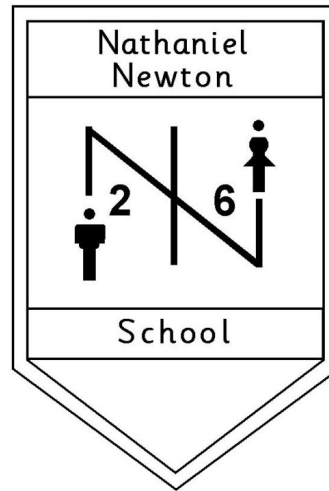


# Nathaniel Newton Infant School



## Publication Scheme

# Freedom of Information

## Guide to information available from Nathaniel Newton Infant School under the model publication scheme

<b>Class 1 - Who we are and what we do</b> (Current organisational information, structures, locations and contacts)	<b>How the information can be obtained</b>
Who's who in the school	<ul style="list-style-type: none"><li>• School website</li><li>• Noticeboards within the School</li><li>• School prospectus</li></ul>
Who's who on the governing body	<ul style="list-style-type: none"><li>• Noticeboard within the School</li><li>• School prospectus</li></ul>
Instrument of Government	<ul style="list-style-type: none"><li>• Via the Chair of Governors</li></ul>
Contact details for the Head teacher	<ul style="list-style-type: none"><li>• School website</li><li>• School prospectus</li></ul>
School prospectus	<ul style="list-style-type: none"><li>• Information contained in the Prospectus is also available via the School's website</li><li>• School prospectus available from the School office</li></ul>
Annual Report	<ul style="list-style-type: none"><li>• Available upon request</li></ul>
Staffing structure	<ul style="list-style-type: none"><li>• School website</li><li>• School prospectus</li></ul>
School session times and term dates	<ul style="list-style-type: none"><li>• School website</li><li>• School prospectus</li></ul>

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit – information from the current and previous financial year as a minimum)	<b>How the information can be obtained</b>
<ul style="list-style-type: none"> <li>• Annual budget plan and financial statements</li> <li>• Capitalised funding</li> <li>• Additional funding</li> <li>• Procurement and projects</li> <li>• Pay policy</li> <li>• Staffing and grading structure</li> </ul>	<ul style="list-style-type: none"> <li>• Governing Body minutes</li> <li>• Management &amp; Resources Sub-Committee minutes</li> <li>• School policy files – available upon request</li> </ul>
<b>Class 3 – What our priorities are and how we are doing</b> (Current strategies and plans, performance indicators, audits, inspections and reviews)	<b>How the information can be obtained</b>
School profile: <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> </ul>	<ul style="list-style-type: none"> <li>• Available from the school office on request</li> <li>• A copy of the latest Ofsted report can be downloaded from the Ofsted website at <a href="http://www.ofsted.gov.uk/inspection-reports/find-inspection-report">http://www.ofsted.gov.uk/inspection-reports/find-inspection-report</a></li> </ul>
Performance management policy and procedures	<ul style="list-style-type: none"> <li>• Governing Body minutes</li> </ul>

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	<ul style="list-style-type: none"> <li>• Management &amp; Resources Sub-Committee minutes</li> <li>• School policy files – available upon request</li> </ul>
Schools future plans	<ul style="list-style-type: none"> <li>• Governing Body minutes</li> <li>• Prospectus</li> </ul>
Every Child Matters – policies and procedures	<ul style="list-style-type: none"> <li>• School policy files – available upon request</li> <li>• Some are available on the School website</li> </ul>
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions - current and previous three years as a minimum)	<b>How the information can be obtained</b>
Admissions policy/decisions (not individual admission decisions)	<ul style="list-style-type: none"> <li>• School website</li> <li>• School policy files – available upon request</li> </ul>
Agendas and minutes of meetings (excluding information that is properly regarded as private to the meetings) of the governing body and the Curriculum & Monitoring and Resources & Management sub-committees	<ul style="list-style-type: none"> <li>• Available upon request from the School or the Chair of Governors</li> </ul>
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	<b>How the information can be obtained</b>
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>• School policy files – available upon request</li> <li>• Some are available via the School's website</li> </ul>

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<ul style="list-style-type: none"> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<ul style="list-style-type: none"> <li>• School policy files – available upon request</li> <li>• Some are available via the School’s website</li> </ul>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<ul style="list-style-type: none"> <li>• Available from the school office on request</li> </ul>
<p>Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should</p>	<ul style="list-style-type: none"> <li>• School policy files – available upon request</li> </ul>

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clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)	<b>How the information can be obtained</b>
Curriculum circulars and statutory instruments	<ul style="list-style-type: none"> <li>• Available from the school office on request</li> </ul>
Disclosure logs	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	
<b>Class 7 – The services we offer</b> (Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	<b>How the information can be obtained</b>
<ul style="list-style-type: none"> <li>• Extra-curricular activities</li> <li>• Out of school clubs</li> <li>• School publications, including leaflets and letters, etc.</li> <li>• Services for which the school is entitled to recover a fee, together with those fees</li> </ul>	<ul style="list-style-type: none"> <li>• School newsletter</li> <li>• Letters to parents and carers</li> <li>• Copies of most recent are made available in the School Reception area – previous older copies are available from the School Office upon request</li> <li>• Some of this information is also available via the School's website</li> </ul>

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<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	<b>How the information can be obtained</b>

#### Contact details:

Nathaniel Newton Infant School  
Victoria Road  
Hartshill  
Nuneaton  
CV10 0LS

Tel: 024 7639 2236  
Fax: 024 7639 7073

Website: <http://www.hartshill.warwickshire.sch.uk/page/?title=Nathaniel+Newton+Website&pid=582>

This was adopted by the governing body in October 2014  
To be reviewed in September 2015