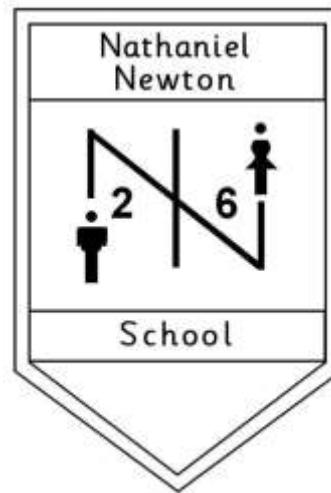


Nathaniel Newton Infant School



Publication Scheme

Freedom of Information

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

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

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

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Performance management policy and procedures	<ul style="list-style-type: none"> • Governing Body minutes • Management & Resources Sub-Committee minutes • School policy files – available upon request
Schools future plans	<ul style="list-style-type: none"> • Governing Body minutes • Prospectus
Every Child Matters – policies and procedures	<ul style="list-style-type: none"> • School policy files – available upon request • Some are available on the School website
Class 4 – How we make decisions (Decision making processes and records of decisions - current and previous three years as a minimum)	How the information can be obtained
Admissions policy/decisions (not individual admission decisions)	<ul style="list-style-type: none"> • School website • School policy files – available upon request
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"> • Available upon request from the School or the Chair of Governors
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	How the information can be obtained
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy 	<ul style="list-style-type: none"> • School policy files – available upon request • Some are available via the School’s website

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<ul style="list-style-type: none"> • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Careers education • Pupil discipline 	<ul style="list-style-type: none"> • School policy files – available upon request • Some are available via the School’s website
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<ul style="list-style-type: none"> • Available from the school office on request
<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 clearly state what costs are to be recovered, the basis on which they are made</p>	<ul style="list-style-type: none"> • School policy files – available upon request

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

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

Contact details:

**Nathaniel Newton Infant School
Victoria Road
Hartshill
Nuneaton
CV10 0LS**

Tel: 024 7639 2236

Website: www.nathanielnewton.co.uk

**This was adopted by the governing body in October 2014
Last reviewed – April 2024**