

# ***BAGINTON FIELDS SCHOOL***

**Publication scheme on information available under the  
Freedom of Information Act 2000.**



*"Dedicated to delivering inspirational learning experiences"*

<b>Reviewed by:</b>	Alison Francis	<b>Date:</b> Summer 2021
<b>Approved by:</b>	SLT	<b>Date:</b> Summer 2021
<b>Last reviewed on:</b>	Summer 2018	
<b>Next review due by:</b>	Summer 2024	

*Baginton Fields School Governing Board 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 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. Our School Vision:**

***“Dedicated to delivering inspirational learning experiences”***

### **Our Ethos and Values:**

*Our vision and ethos are at the core of everything we do and should be read in conjunction with our Baginton Values.*

1. Baginton Fields School will strive to create a respectful, safe, positive learning environment where the dignity of all students is prioritised.
2. Our unique curriculum recognises individual talents and personalities which encourages all to flourish and enables us to celebrate student achievement.
3. Through genuine opportunities to make choices our students will feel valued, confident and happy knowing their voice matters.
4. We aim to build and sustain positive and trusting relationships with students, parents, carers and the whole school community.
5. Baginton Fields School will provide the stepping stones for students to develop life long learning skills that will encourage independence and resilience in preparation for adulthood.

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 Information* – information published in the school information booklet.

*Governors' Documents* – information published in governing board documents.

*Students & Curriculum* – information about policies that relate to students 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: [headteacher@bagintonfields.coventry.gov.uk](mailto:headteacher@bagintonfields.coventry.gov.uk)

Tel: **024 76 303 854**

Contact Address: **Baginton Fields School, Sedgemoor Road, Coventry. CV3 4EA.**

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. Where there is a charge this will be indicated by a £ sign in the description box.

#### **6. Classes of Information Currently Published**

<b>Class</b>	<b>Description.</b>
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<b>School Information</b>	The statutory contents of the school information are as follows, (other items may be included at the school's discretion):
<b>Free to Parents.</b>	<ul style="list-style-type: none"> <li>the name, address and telephone number of the school, and the type of school</li> <li>the names of the head teacher and chair of governors</li> <li>information on the school policy on admissions</li> </ul>
<b>£: Photocopy charge otherwise.</b>	<ul style="list-style-type: none"> <li>a statement of the school's ethos and values</li> <li>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</li> <li>information about the school's policy on providing for pupils with special educational needs</li> <li>number of pupils on roll.</li> <li>the number of pupils studying for and percentage achieving other vocational qualifications</li> <li>the number of pupils studying for and percentages achieving accredited awards.</li> <li>the destinations of school leavers<sup>1</sup></li> <li>the arrangements for visits to the school by prospective parents</li> </ul>

### Information relating to the governing board

<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>The name of the school</li> <li>The category of the school</li> <li>The name of the governing board</li> <li>The manner in which the governing board is constituted</li> <li>The term of office of each category of governor if less than 4 years</li> <li>The name of any board entitled to appoint any category of governor</li> <li>Details of any trust</li> <li>If the school has a religious character, a description of the ethos</li> <li>The date the instrument takes effect</li> </ul>
<b>Minutes of meeting of the governing board and its committees</b>	Agreed minutes of meetings of the governing board and its committees <i>[current and last full academic school year]</i>

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

Class	Description
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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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
Relationships and Sex Education Policy	Statement of policy with regard to RSE
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	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.
PSED	Policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Policy for Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	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 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
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal of Teachers	Statement of procedures adopted by the governing board relating to the appraisal of teachers and the annual report of the head teacher on the effectiveness of appraisal procedures
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

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 board relating to the curriculum
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## 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 Simon Grant, Headteacher.

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](mailto:publications@ic-foi.demon.co.uk).**

**Website :[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**