



Altmore & Lathom Schools Federation

Freedom of Information Act

FREEDOM OF INFORMATION ACT 2000: PUBLICATION SCHEME FOR PRIMARY SCHOOLS

This is Altmore and Lathom Schools 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 (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;*
- *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 either available for you on our website to download and print off or available in paper form from our front office.

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 Altmore and Lathom Schools Federation is a very large, happy and successful partnership of Altmore Infant School and Children's Centre, and Lathom Junior School. Both sites are in East Ham, in the East London Borough of Newham.

We have the highest expectations and aspirations for all of our children; our learning community is creative, exciting and well supported by all. There is a genuine commitment by all staff to ensure that our children get the best possible start to their learning journey, achieve their potential and become effective, enthusiastic and independent learners for life.

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 other governing body 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

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: info@altmore.newham.sch.uk or info@lathom.newham.sch.uk

Tel: **Altmore: 0208-472 3555** **Lathom: 0208-472 0386**

Contact Address:

Altmore Infant School and Children's Centre

Altmore Avenue

East Ham

E62BX

Lathom Junior School

Lathom Road

East Ham

E6 2DU

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 [and isn't on our website], you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

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

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • 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 • 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

Governors' Annual Report and other information relating to the governing body– this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included in the annual report at the school's discretion):</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk • 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 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	<ul style="list-style-type: none"> • The name of the school • The school's ethos statement • The fact that the school is a voluntary aided school and the diocese or religious order which are its trustees • 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 the person or body entitled to appoint any category of governor • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

Pupils & Curriculum Policies - This section lists statutory policies which can be found on the school website. For any other policies, please request directly from the school.

Anti-bullying	Keeping Children Safe In Education
Appraisals & Capability	Keeping Children Safe In Education – info for all school and college staff
Behaviour	Managing Allegations Against Staff
Childcare Disqualification Guidance	Personal Health & Relationship (including SRE)
Critical Incident Plan	Provision Mapping
Data Protection & Confidentiality	Purchase Card Guidance
Equalities – Objectives, Information & Analysis	Safeguarding
Fire Risk Assessment	Staff Code of Conduct
Freedom Of Information	Staff Grievance Procedures
Health & Safety	Staff Handbook
Home-School Agreement	Supporting Children With Medical Conditions
Inclusion	Volunteers

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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

Sarah Rowlands – Executive 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.

Website : www.informationcommissioner.gov.uk