



# Three Bridges Primary School

## Publication Scheme

**Approval Date: June 2017**

**Review Date: October 2027**

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**Headteacher: .....**

## **This is Three Bridges Primary School's Publication Scheme on information available under the Freedom of Information Act 2000**

*The Governing Board is responsible for maintenance of this scheme and the qualified person is the Chair of Governors.*

### **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 on our website and 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. Aims and Objectives of Three Bridges Primary School**

At Three Bridges Primary School we believe that all children are entitled to receive the best education possible in order to develop to their full potential and become independent learners in an ever changing world.

Three Bridges Primary School offers equal opportunities for all pupils whatever their age, gender, ethnicity, attainment and background to develop to the full their personal, intellectual and practical capabilities. This involves a partnership between parents, staff and pupils. The school provides a happy caring and purposeful atmosphere where children are encouraged to be independent and develop their natural talents and abilities. We have high standards of behaviour based on respect for others.

### **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 Governing Board 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 or letter. Contact details are set out below. Or you can visit our Website at: [www.threebridgesprimaryschool.co.uk](http://www.threebridgesprimaryschool.co.uk)

Email: [office@tbps.org.uk](mailto:office@tbps.org.uk)

Tel: **01293 524076**

Contact Address: **Three Bridges Primary School, Gales Place, Three Bridges, Crawley, West Sussex, RH10 1QG.**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

If the information you are looking for is not available via the scheme **and is not 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 do not 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.

## 6. Classes of Information Currently Published

**School Prospectus** – This section sets out information published in the school prospectus

Class	Description
<b>School Prospectus (including Information Sheets)</b>	<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"> <li>• the name, address and telephone number of the school, and</li> <li>• 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> <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>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• Attendance and holidays</li> </ul>

**Information relating to the Governing Board**– this section sets out information published in Governing Board documents.

<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 anybody 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</b>	<p>Agreed minutes of meetings of the Governing Board and its committees  <i>[current and last full academic school year]</i></p>

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

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

<b>Class</b>	<b>Description</b>
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
Teaching and Learning Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationship and Sex Education Policy	Statement of policy with regard to sex and relationship education
Inclusion Policy TBPS	Information about the school's policy on providing for pupils with special educational needs
Equality Scheme for Equal Opportunities, Race, Gender, Disability.	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. Statement of policy for promoting race equality
Collective Worship Policy	Statement of arrangements for the required daily act of collective worship
Safeguarding and Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Therapeutic Thinking and Behaviour Policy	Statement of general principles on behaviour and discipline.