



Autumn 2022

Review: Autumn 2024

**This is Valley End Infant School 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; 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. Aims and objectives

The school aims to:

- Equip our children with the skills, independence and values they need for lifelong learning and successful lives.
- Encourage children to develop enquiring minds, self-confidence and self-discipline, whilst being aware of and sensitive to the needs and feelings of others.
- Provide active and enjoyable learning opportunities, through practical, collaborative and personalised learning

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:

School website – information published on the school website.

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.

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.

Email: info@valleyend.surrey.sch.uk

Tel: 01276 858299

Fax: 01276 858299

Contact Address: Valley End School, Highams Lane, Chobham, Surrey, GU24 8TB

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. If the information was deemed available we would respond to a request within 10 working days.

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 Website – this section sets out information published in the school website.

Class	Description
School Website	<p>The contents of the school website are as follows, (other items may be included at a later date 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.• Information on the school admissions.• Information about the school’s organisation and facilities.• The following school policies: Behaviour management, charging and remissions anti-bullying, attendance, leave of absence and lateness, safeguarding and child protection, complaints, E-Safety, data protection, equalities, sun safety, and whistleblowing policies.• A statement of the school's ethos and values, mission statement and Golden Rules.

	<ul style="list-style-type: none"> • Details of any affiliations with a particular religion or religious denomination, the religious education provided. • Information about the school's policy on providing for pupils with special educational needs and disabilities. • Information about the planned and actual impact of Pupil Premium expenditure. • Information about the planned and actual impact of Sports Premium expenditure. • Link to Ofsted report • SIAMS report • National Curriculum assessment results for the Year 1 phonics test and the end of Key Stage One. • Links to performance tables • Parent questionnaire results • The arrangements for visits to the school by prospective parents. • Information for parents including uniform, attendance, medical, assemblies and school dinners. • Information about the Friends of Valley End (Parent Teacher Association). • Information about school staff and governors. • Curriculum information for Early Years Foundation Stage and Key Stage One. • Calendar dates for each term. • School opening hours. • School uniform. • Newsletter and other letters to parents. • Details of the school day.
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Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • 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 any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect <p>Available from the Clerk to the Governing Body via the school office tel 01276 858299 or email info@valleyend.surrey.sch.uk This information will be sent by post. £ second class post plus 10p per page photocopying</p>
Minutes ¹ of meeting of the governing	<p>Agreed minutes of meetings of the governing body and its committees</p> <p>Available from the Clerk to the Governing Body via the school office tel 01276 858299 or email info@valleyend.surrey.sch.uk</p>

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

body and its committees	This information will be sent by post. £ second class post plus 10p per page photocopying
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Pupil and curriculum policies - This section gives access to information about policies that relate to pupils and the school curriculum. Available from the school office tel 01276 858299

This information will be sent by post.
£ second class post plus 10p per page photocopying

Class	Description
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 health education	Statement of policy with regard to relationship and health education
Special Education Needs and Disability 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.
Equalities	Statement of policy for promoting equality
Worship policy	Statement of arrangements for the required daily act of collective worship
RE policy	Information about how and what is taught during Religious Education lessons.
Safeguarding and child protection policy	Statement of policy for safeguarding, child protection and promoting welfare of pupils at the school.
Behaviour management	Statement of general principles on behaviour and discipline and of measures taken by the school to promote positive behaviour.
Supporting children with medical conditions	Statement of procedures and practice related to how the school cares for, and administers medication to, pupils with various medical conditions.
Teaching and learning policy, Marking and feedback policy, assessment policy	Statement of the school’s principles and philosophy to promote high quality teaching, learning and assessment.
Home learning	Statement of how children’s learning is extended at home.

Attendance leave and lateness	Statement with regard to the expectations of attendance at school.
Sun safety	Information about keeping pupils safe when outside in the sun.
Intimate care and toileting	Information about the managing of pupils who need intimate care or help with toileting issues.
Use of photographic images.	Procedures and guidelines that set out how school manages the use of photographic images both electronically and those that may be published.
Looked after Children.	Information about how the school provides quality education and pastoral care for children in care.
Loss and bereavement.	Information about how pupils and their families are cared for and looked after should they suffer any bereavement, particularly in relation to a close member of the family.
Physical intervention	Information about how pupils who may need to be physically handled or restrained should be managed.

School policies and other information related to the school - This section gives access to information about policies that relate to the school in general. Available from the school office tel 01276 858299

Class	Description
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
Published SIAMS report referring expressly to the school.	Published report of the school's last statutory Inspection with reference to the Statutory Inspection of Anglican and Methodist schools.
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	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	Statement of procedures for dealing with complaints There should be a copy of this on a notice board
Appraisal	Statement of procedures adopted by the governing body relating to the appraisal of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures
Disciplinary and Capability	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

Supporting Children with Medical Conditions	Statement of procedures and practice related to how the school cares for, and administers medication to, pupils with various medical conditions.
Data Protection	Statement of procedures and practice relating to the storage and accessibility of school and public data.
E Safety	Statement of procedures and practice relating to how the school keeps staff and pupils safe on-line and when using ICT equipment.
Security policy	Statement of procedures and processes relating to the security of the school.
Lettings policy	Statement of procedures and processes relating to the letting of the school site to outside organisations.
Visitors to school policy	Statement of procedures and processes relating to how the school manages visitors.
Educational visits policy	Statement of procedures and processes that outline the management and organisation of educational visits/trips.
Recruitment and selection policy	Statement of procedures and processes relating to how the school selects and recruits new staff.

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 ***The 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.ico.gov.uk

There may be a charge for information requested in line with Government guidelines and current costings.