



Dorking Nursery School and Children's Centre

FREEDOM OF INFORMATION PUBLICATION SCHEME

For the purpose of the Scheme Dorking Nursery School and Children's centre will be referred to as "The Centre"

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 be made available.

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 obtainable from the Centre .

Some information which we hold may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. 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 5 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

The Nursery Brochures - information published in the Nursery brochure.

Governors' Documents - information published in the Governors Annual Report and in other governing body documents

Children & Curriculum - information about policies that relate to children and the Centre curriculum including references to child records and incident logs.

Centre Policies and other information related to the Centre - information about policies that relate to the centre in general.

3. 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: admin@dorking.surrey.sch.uk

Contact Address: Dorking Nursery School and Children's Centre, West Street,
Dorking RH4 1BY

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 centre to ask if we have it.

4. 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.

5. Classes of Information Currently Published

Class	Description
Centre Website	This includes all information currently published on the Centre's website, in accordance with the School Information (England) (Amendment) Regulations 2012
Instrument of Government	<ul style="list-style-type: none">• The name of the centre• 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

	<ul style="list-style-type: none"> • The name of any body entitled to appoint any category of governor
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>]

Class	Description
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 children with disabilities, improving the accessibility of the physical environment and improving delivery of information to children with disability.
Single Equalities Policy	Statement of policy for promoting race equality and diversity
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the centre.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
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
Charging and Remissions Policies	A statement of the centre'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

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

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
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff 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 centre 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 body relating to the curriculum

6. 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 Chair of Governors at the Centre.

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 Enquiry/Information Line: 01625 545 700

Website : www.ico.gov.uk

Approved by the Governing Body: September 2015

Review by: September 2018

Relevant for:-

Centre: Yes	Nursery: Yes	Parents: Yes
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