



**This is Parkside 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 either available for you on the school website to download and print off or 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:

GENERAL AIMS

The Governors, Head of School and Staff see as their duty the implementation of the following Aims for Parkside School.

- 1) To maintain and develop in pupils lively enquiring minds; to promote the ability to question and argue rationally; to encourage pupils to apply themselves to a range of tasks and skills.
- 2) To emphasise the importance of language, number, the aesthetic and physical areas of learning and to develop competence in them.
- 3) To foster attitudes which will instil self-confidence in pupils, create in them a sense of personal excellence and help them to acquire knowledge and skills relevant to life and work in a *fast-changing* world.
- 4) To help pupils to develop perspective, spiritual and moral values, and an

Reviewed Autumn 2018



understanding and tolerance of the religions and beliefs of others.

- 5) To help pupils to understand the world in which they live and the interdependence of individuals, groups and nations.
- 6) To develop in pupils the ability to appreciate critically human achievements and aspirations.
- 7) To develop the necessary attitudes, patterns of organisation and curriculum adaptations required to introduce approaches which address each pupil's special learning needs.

AIMS RELATING TO THE PUPILS

To foster each child's intellectual, physical, aesthetic, spiritual, emotional, moral and social development to the maximum so that individuals may realise their full potential.

OBJECTIVES

- 1.1 To ensure that each pupil has a clearly detailed individual programme that is appropriate for his/her special educational needs.
- 1.2 To actively encourage each pupil to have an involvement in the assessment and decision making process.
- 1.3 To develop in every pupil an awareness of the importance of good health and the need to take care of his/her body.
- 1.4 To give each pupil spiritual and moral guidance.
- 1.5 To develop in everyone a sense of tolerance and understanding of others with respect to race, ethnicity, religion, creed or gender.

AIMS RELATING TO PARENTS

To promote the growth of parental partnership in the school by emphasising an open door policy. To engender sound relationships and communication between staff, parents and pupils and to offer professional guidance and support when needed. Whenever possible to involve parents in the education of their child.

OBJECTIVES

- 2.1 To acquaint parents with the educational aims of the school and to explain these to

Reviewed Autumn 2018



them so that they may help at home in the social development and education of their own child.

2.2 To keep parents regularly informed about their children's progress or problems within the school setting.

2.3 To encourage parents to involve themselves in the school and its activities.

2.4 Where appropriate, to assist parents in achieving a full and realistic understanding of their child's special educational needs, and how these affect their educational and social development.

AIMS RELATING TO THE STAFF

To create a staff who work cooperatively within the school, support the educational philosophy and objectives of the school, accept individual differences within the staff and have, as its first priority, the needs of the pupils in its charge.

OBJECTIVES

3.1 To encourage in all staff an awareness of his/her importance as a member of the team and the value of his/her personal contribution to the work of the school.

3.2 To help all staff achieve their maximum potential.

3.3 To encourage staff to keep themselves informed of current developments (i.e. pedagogical, medical, psychological etc.) relating to special educational needs.

AIMS RELATING TO ORGANISATION AND ADMINISTRATION

To ensure that the school functions efficiently, using the available staff resources and the accommodation in ways that will best enable it to realise its stated Aims and Objectives.

OBJECTIVES

4.1 To create an appropriate system of line management, within which the work of the school is co-ordinated, its manpower and resources are used to maximum advantage and communications are efficient.

Reviewed Autumn 2018



- 4.2 To ensure that the roles of all staff who hold specific responsibilities and particular duties, are known to all their colleagues.
- 4.3 To ensure that both the teaching and support staff structure of responsibility, matches the changing needs of the school.
- 4.4 To ensure that whatever class or group structure is used in the school, each individual child's special educational needs are met.

AIMS RELATING TO LINKS WITH THE COMMUNITY

To develop close links with the community and encourage its use in supporting the pupils' education.

OBJECTIVES

- 5.1 To attract members of the community to the school.
- 5.2 To use the local community as an education resource.
- 5.3 To liaise with local mainstream schools to encourage a policy of inclusion.

AIMS RELATING TO THE GOVERNING BODY

To ensure that the role and responsibilities of the Governing Body are clearly understood by Governors to enable the proper and relevant support to the Head Teacher and Staff. To ensure that the Governing Body is suitably informed in order to discharge its legal duties and responsibilities properly.

OBJECTIVES

- 6.1 Governors use visits to the school to inform themselves of the day to day routines, and to see how the general aims of the school are being met.
- 6.2 Governors balance the administrative part of their role with contact with children and staff.
- 6.3 Governors take advantage of training offered by the 'Governor Support Services' and any other training opportunities which are suitable to their needs.
- 6.4 Individual committees are used to review and monitor the main areas of management. They will consider local and central government policy and guidance, and Acts of Parliament. Individual committees will refer relevant issues to the main Governing Body for discussion and decision.

Reviewed Autumn 2018



6.5 The Full Governing Body meetings are used, in the main, to consider those issues referred by the individual committees, and the Executive Head and Head of School's report.

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 Prospectus – *information published in the school prospectus.*

Governors' Documents – *produced 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.*

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.parkside.norfolk.sch.uk.

Email: office@parkside.norfolk.sch.uk

Tel: 01603 441126

Fax: 01603 441128

Contact Address: Parkside School, College Road, Norwich, NR2 3JA

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

Reviewed Autumn 2018



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.

Reviewed Autumn 2018



6. Classes of Information Currently Published

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

Class	Description
<p>School Prospectus</p>	<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 Executive Head, Head of School and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • 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 • 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
<p>Instrument of Government</p>	<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>Minutes¹ of meeting of the</p>	<p>Agreed minutes of meetings of the governing body and its committees are available from the</p>

Reviewed Autumn 2018



governing body and its Committees	School Office.
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Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

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
Curriculum 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
Sex Education Policy	Statement of policy with regard to sex and relationship education
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.
Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Head of School to prevent bullying.

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

Reviewed Autumn 2018



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

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
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
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 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 body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

[Information available on our website]**

[Our website is at www.parkside.norfolk.site-edit.net]

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 Mr R Holderness, Head Teacher, Parkside School, College Rd, Norwich, NR2 3JA.

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:

Reviewed Autumn 2018



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

Evaluation

This will be evaluated on a yearly basis by the Head Teacher and will take into consideration any changes to the Freedom of Information Act 2000. Any changes will be highlighted to both staff and parents and be posted on the school's website.

Date.....

Signed.....

07/11/2018

Date of Next Review Autumn 2019

Reviewed Autumn 2018