Crymlyn Primary School

Publication Scheme

Our full title and address for sending requests for any documents is:
CRYMLYN PRIMARY SCHOOL,
SCHOOL ROAD, JERSEY MARINE, NEATH
NEATH PORT TALBOT. SA10 6JJ
The person responsible for maintenance of this scheme is: MRS S JEFFORD

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.

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. 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:

- ***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* - information about policies that relate to the school in general.**

3. How to request information

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme**,** you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: **crymlynprimary@npt.school**
Tel: 01792 812285
Contact Address: CRYMLYN, PRIMARY SCHOOL, SCHOOL ROAD, JERSEY MARINE, NEATH. SA10 6JJ

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST**" (in **bold CAPITALS**).

4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise. 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.

5. Classes of Information Currently Published

School Prospectus

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows: • the name, address and telephone number of the school, and the type of school. • the names of the headteacher , school employed staff, and chair of governors. • General school organization and term times. • Information about admissions. • Charging and Remissions policy. • a statement of the school's ethos, values and equal opportunities. • details of any affiliations with a particular religion or religious denomination; religious education and collective worship and parents' right to withdraw their child from religious education and collective worship • Arrangements for addressing the needs of pupils with special educational needs. • Disability equality and access for disabled. • number of pupils on roll and attendance data. • National Curriculum / Foundation Phase subject information,. • Use of the Welsh Language. • Sex Education • Reporting to -0parents and Homer school agreement. • Safeguarding, Looked After children, procedures for concern and Health and Safety arrangements.

Governors' Annual Report

Class	Description
Governors' Annual Report	The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion): • Notification of the time, date, venue, purpose and agenda for annual parents' meeting • Name and addresses of clerk and chair • Names of the members of the governing body, by whom he or she was appointed, when the appointment will terminate and information about the next election of parent governors. • A full financial statement which for county and voluntary schools should: reproduce or summarise any statement provided by the LEA under Sections 40 or 50 of the Education Reform Act 1988 since the last annual report; indicate how any money provided by the LEA was spent; give details of any schools gifts; and of Governors' travelling and subsistence expenses. • Actions as a result of any resolutions passed at the last meeting. • Summary of changes to the school prospectus since publication. • Progress on school action plan (post inspection). • Term dates and session times. • Action taken to develop or strengthen links with the community. • Action taken to review school policies. • Action taken to implement and review school strategies. • Details of the school's Special Educational Needs (SEN) policy, including its success, the allocation of resources, changes made, and any consultation with the LEA and other schools • The school's aggregate National Curriculum (NC) statutory assessment results for Key Stages 1, 2 and 3 (as appropriate). • The latest available national (all-Wales) comparative information based on NC Statutory assessment results for each appropriate key stage.

	• A summary of the targets set by the Governing Body for the coming three years and progress towards the most recent targets. • Attendance information. • Progress on meeting sporting aims, and sporting achievements. • Disabled pupils: arrangements for the admission and access plus steps to prevent disabled pupils being treated less favourably than other pupils.
Instrument of Government	• 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 name of any person entitled to appoint any category of governor. • The date the instrument takes effect.
Minutes [1] of meeting of the Governing Body and its committees	Minutes from governors board and committee meetings

Pupils & Curriculum Policies

Class	Description
Home - school agreement	Written 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	Statements on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
Sex Education Policy	Written statement of policy with regard to sex education.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Pupil Discipline	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.

School Policies

Class	Description
Reports of School Inspections under Sections 10 and 23 of the School Inspections Act 1996	Report of an inspection of the school and the summary of the report.
Post Inspection action plan	A plan setting out the actions required following an Estyn inspection.
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 of which charges are permitted, for example music tuition, trips.
School session times	Details of school session and dates of school terms and holidays.
Special Education Needs	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans	Written plan of improvements to access for pupils with disabilities.
Health and Safety Policy	Written 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.
Child Protection Policy	Statement of general principles on Child Protection arrangements.
Complaints procedure	Statement of procedures for dealing with complaints.
Staff Appraisal	Statement of procedures adopted by the governing body relating to staff appraisal.
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.

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 need to make a complaint then initially this should be addressed to Mrs S Jefford - 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 545 745
E-mail: publications@ic-foi.demon.co.uk

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