

**PORTWAY JUNIOR SCHOOL
PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM
OF INFORMATION ACT 2000**

Reviewed by Pupils and Personnel Sub-Committee

Date approved: January 2016

By : Pupils and Personnel Sub-Committee

Date of next review: Jan 2019
or when requested by a member of staff or governor.

The governing body is responsible for maintenance of this scheme.

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.

Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child
- help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

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.

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@portwayj.derby.sch.uk
telephone	01332 550113
fax	01332 541551
address:	Headteacher, Portway Junior School, Allestree Derby, DE22 2GL.

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

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 a lot of photocopying or printing is required, or payment of 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.

Classes of Information Currently Published

School Website – this section sets out information published on <http://www.portwayjunior.com/>

Class	Description
School Website	<p>The statutory contents of the school website are as follows, (other items may be included at the school’s discretion):</p> <ul style="list-style-type: none"> • The school’s address and other contact details • details of the school’s pupil premium allocation and plans to spend it in the current year; and, for the previous year, a statement of how the money was spent and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated; • details of the sport premium and how the money has been spent • a report on the school’s SEN policy • details of the school’s curriculum • where applicable, details or links to the school’s admission arrangements, including its selection and oversubscription criteria, published admission number and the school’s process for applications through the local authority ; • details of the school’s policies on behaviour, charging and SEN and disability provision; • links to the school’s Ofsted reports and DFE School Performance Tables and details of the school’s latest Key Stage 2 attainment and progress measures as presented in the School Performance Tables; • Governors’ information and duties • a statement of the school’s ethos and values.

Information relating to the Governing Body

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

	<ul style="list-style-type: none"> • If the school has a religious character, a description of the ethos • The date the instrument takes effect
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>

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

Policies which have been approved by the sub-committees of the governing body are listed on the school's website and can be made available in electronic or paper form upon request.

Other information available

OfSTED reports

School calendar with details of school terms and holidays, family conferences, training days and class assemblies

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 The Headteacher, Portway Junior School, Allestree, Derby, DE22 2GL

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 SK9 5AF or
Enquiry/Information Line 01625 545 745
E Mail casework@ico.org.uk**

Privacy Notice for Portway Junior School

Data Protection Act 1998: How we use your information

Portway Junior School is a 'data controller' for the purposes of the Data Protection Act. We collect and process personal information relating to our pupils and may receive information about them from a previous school or college, local authority, the Department for Education [DfE] and the Learning Records Service.

We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care
- ensure a duty of care with regard to safeguarding
- assess the quality of our services and how well our school is doing

Information we hold about our pupils will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We are required, by law, to pass certain information about our pupils to Derby City Council, our local authority [LA], and the Department for Education [DfE].

It may be necessary to give information to the emergency services if the need ever arose with a pupil injuring themselves or being involved in a serious incident. They are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

We will not give your personal data to anyone without your consent unless the law and our policies allow us to.

Pupils as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by the data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make their own access request, if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you want to receive a copy of the information that we hold and/or share, please contact: The Bursar, Portway Junior School, Allestree, DE22 2GL. Email: admin@portwayj.derby.sch.uk

If you need more information about how our local authority, the DfE and others collect and use your information, please visit:

- our local authority website - [Data Protection Act](#)
- the DfE website - [Data Protection - how we collect and share research data](#)

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Information Governance
Derby City Council
Council House
Corporation Street
Derby
DE1 2FS
Email: Information.Governance@derby.gov.uk
Tel: 01332 640763
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Tel: 0370 000 2288.