

Chelwood Nursery School

Publication Scheme

Our full title and address for sending requests for any documents is:

Chelwood Nursery School, Chelwood Walk, St Norbert's Road, Brockley, London SE4 2QQ.

The person responsible for maintenance of this scheme is: The Headteacher

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 our website to download and print off or] 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:

- Give children an excellent start in education so that they have a better foundation for learning,
- Enable all young people to develop and equip themselves with the skills, knowledge and personal qualities needed for life and work,

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 topics areas:

- **School Prospectus** – information published in the school prospectus.
- **Governor’s 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.

4. How to request information

You can request a copy of the information you want from the School Business Manager.

businessmanager@chelwood.lewisham.sch.uk

or visit our website at www.chelwood.lewisham.sch.uk

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: **admin@chelwood.lewisham.sch.uk**

Tel: **020 7639 2514**

Fax: **020 7635 8017**

Contact Address: **Chelwood Nursery School,
Chelwood Walk,
St Norbert Road,
Brockley,
London
SE4 2QQ**

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

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 the annex. 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.

6. Classes of Information Currently Published

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

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included 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 head teacher and chair of governors○ information about 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

Governors Annual Report and other information relating to the governing body– this section sets out information published in the Governors Annual Report and in other Governing Body documents.

Class	Description
Governors' Annual Report	<p>The statutory contents of the governors' annual report to parents are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> • details of the governing body membership, including name and address of chair and clerk • a statement on progress in implementing the action plan drawn up following an inspection • a financial statement, including gifts made to the school and amounts paid to governors for expenses • information about school security • information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year • a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • how teachers' professional development impacts on teaching and learning • number of pupils on roll and rates of pupils' authorised and unauthorised absence
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 person 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
Governing Body and its committees	Minutes from governors board and committee meetings [<i>current and last full school year</i>]

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

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	Statement 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 - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of HM Inspectors referring expressly to the school	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 Ofsted – Estyn in Wales – 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 (<i>from March 2004</i>)
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
Curriculum circulars and statutory instruments	Any statutory instrument, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum

[** Information available on our website]

Our website is at www.chelwood.lewisham.sch.uk.

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 need to make a complaint then initially this should be addressed to

The Headteacher

Chelwood Nursery School, Chelwood Walk, St Norbert Road, Brockley, London, SE4 2QQ.

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 Office of the Information Commissioner. 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: data@dataprotection.gov.uk.

PRIVACY NOTICE

Chelwood Nursery School
Chelwood Walk, London, SE4 2QQ

We, Chelwood Nursery School are the data controller for the purposes of the data protection act. We collect personal and/or sensitive information from you about you and your child and may receive information about you and your child from your previous school and the Learning Records Service.

We hold this data to:

- Support your child's Learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well your child's is doing at school
- To contact you case of an emergency

Information about you and your child that we hold includes (but is not limited to) your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs you may have and any relevant medical information.

We will not give information about you or your child to anyone without your consent unless the law and/or our policies allow us to.

We are required by law to pass some information about you or your child to our Local Authority (LA) and the Department for Education.

Access to Information- The Right to Subject Access

Under the data protection act a student has the right to access a copy of their information. This is called a Subject Access Request (SAR). In certain circumstances requests may be made by a parent on behalf of the student.

To submit a request you must:

1. Make the request in writing, either in a letter, on an application form or in an e-mail.
2. Include your name, your address, your date of birth and the information you are requesting.
3. Provide two forms of identification- one must be proof of address and one must photographic.
4. Provide a £10 admin fee.

If you are making a Subject Access Request Chelwood Nursery School will respond to you within 40 calendar days from acknowledgement.

Access to Information- The Right to access an Educational Record

Under the educational (Pupil information) (England) Regulations 2005, a parent has the right to access their child's educational record.

To submit a request you must-

1. Make the request in writing to the Chair of Governors of Chelwood Nursery School.
2. Include your name, your address, your date of birth and the information you are requesting.
3. Provide two forms of identification- one must be proof of address and one must be photographic.
4. The maximum amount you may be charged for this request depends on the number of pages of information supplied.

For a request for an Educational Record the Chair of Governors of Chelwood Nursery School will respond to you within 15 school days from acknowledgement.

Please submit your request to the main school office. For more information on any 'access to information request' please contact Nikki Oldhams Head Teacher at Chelwood Nursery School

Security of data

As a data controller Chelwood Nursery School has a responsibility to ensure the personal and sensitive data it collects and holds is securely protected.

All personal and sensitive data collected and held by the school and on its systems is securely protected held within the European Economic Area (EEA).

More Information

If you require more information about how the LA and/or DfE store and use your data please go to the following website:

<http://www.lewisham.gov.uk/myservices/education/schools/Pages/default.aspx>

<http://www.education.gov.uk/help/legalinformation/a005240/privacy-statement>

If you are unable to access these websites you can contact the Council or the Department for Education using the contact details provided:

London Borough of Lewisham (LBL)

Information Governance Team
London Borough of Lewisham
1st Floor Town Hall Chambers
Catford
London
SE6 4RU

Contact us by E-mail: Schooldpa@lewisham.gov.uk

Contact us by Telephone: 0208 314 9928

Department for Education (DfE)

Public Communications Unit
Department of Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Contact them on <https://www.education.gov.uk/help/contactus> or www.education.gov.uk

Call them by Telephone- 0370 000 2288

Please ask at the main school office if you require this information to be translated.

Regards

Chelwood Nursery School