



Parkside Primary School

Freedom of Information Publication Scheme

Reviewed June 2025

This is Parkside Primary 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 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

- have equality of opportunity to fulfil their potential, and to become confident, successful people
- experience an inclusive school where discrimination on the grounds of race, gender or disability is actively challenged, and tolerance & understanding promoted
- are recognised as individuals with their own needs supported by the school
- have access to a broad, balanced, relevant, responsive curriculum that is delivered through stimulating learning
- have access to extended learning opportunities that nurture individual skills and interests
- are taught and cared for by a skilled and dedicated staff team
- have access to high quality learning resources in a pleasant environment
- benefit from support for their learning both within school and at home through effective communication, partnership and a welcoming ethos
- benefit from a sound early years' experience so that foundations for further learning are securely established
- are highly motivated and view learning as positive and worthwhile
- enjoy an environment which encourages active learning, investigation, creativity and challenge
- feel secure, valued, respected and understood
- have a positive self-image, high self-esteem and increasing confidence
- develop awareness, understanding, appreciation of and respect for others
- value and celebrate the richness and diversity of cultures and beliefs in our community

- respond to our high expectations of them
- enjoy praise and recognition of their progress, achievement and attainment
- display high standards of good manners and politeness
- have a sense of responsibility for themselves, for each other and for their environment
- develop informed views
- become responsible, participating active members of society

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 General information – information published in the school prospectus and 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. Please state what media you would like to receive the information, digital/paper when making the request. Contact details are set out below. Or you can visit our website at www.parksideprimaryschool.org.

Email: **school@parkside.waltham.sch.uk**

Tel: **020 8559 4278**

Contact Address: **Parkside Primary School, 21 Wellington Avenue, Chingford, E4 6RE**

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

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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.

6. Classes of Information Currently Published

School website – this section sets out information published on the school website

Class	Description
School website	- 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 on the school policy on admissions - a statement of the school's ethos and values - the schools use of the pupil premium - information about the school's policy on providing for pupils with special educational needs - attendance figures - National Curriculum assessment results for appropriate Key Stages, with national summary figures - Links to Ofsted reports - Governors interests For the full list of statutory requirements please see : https://www.gov.uk/guidance/what-maintained-schools-must-publish-online

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 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

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

Class	Description
Teaching & learning policy	Our policy setting out teaching approaches and philosophy
Curriculum documents	Curriculum overview documents for each year group showing subjects, topics and broad objectives
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

Safeguarding	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 teacher to prevent bullying.

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
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.

Our website is www.parksideprimaryschool.org.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 wish to make a complaint then initially this should be addressed to ***The Headteacher, Lisa Cousins, Parkside Primary School, 21 Wellington Avenue, Chingford London, E4 6RE.***

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 545 700
E Mail: publications@ic-foi.demon.co.uk
Website : www.informationcommissioner.gov.uk

Signed by.....Headteacher

Signed by Chair of Governors.....Chair of Governors