

Sunningdale 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 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:

- 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,

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.

We endeavour to make information available through the following:

- *School Prospectus* – includes an overview of whole school provision
- *The School Website* – covers information about school policies, Ofsted reports, the Governing Body, the school curriculum, class groups, pupil premium, EHCP, an overview of pupil progress plus a host of other information about the school.
- *Letters, flyers, leaflets* – provides up to date information on day to day school events, advice, guidance, pupil attendance, courses etc.

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, fax or letter. Contact details are set out below.

Email: Sunningdale@schools.sunderland.gov.uk

Tel: 0191 5535880

Fax: 0191 5535882

Contact Address: Shaftoe Road, Springwell, Sunderland, SR3 4HA

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 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 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

6. Classes of Information Currently Published

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

Class	Description
School Prospectus	The contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): <ul style="list-style-type: none"> • An overview of what Sunningdale School provides. • Name of Governing Body 'Chair' and designated person status

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

Class	Description
School Website	
Curriculum Policy	Statement on following the policy for the curriculum subjects and religious education.
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.
Race Equality Policy	Statement of policy for promoting race 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 Behaviour Policy	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
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate.
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extras.
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
Staffing Structure	An overview of the current staffing complement in school
Curriculum statement	A statement outlining the school's provision and practice with regard to teaching and learning
Pupil Progress data	A report on the current progress and achievement of pupils across all key stages.
Pupil Premium statement/PE grant statement	A report on income and expenditure with regard to funding received and outcomes achieved.
Admissions policy	Statement of the schools policy on admissions.
Policies-available on the website include Anti-bullying, attendance, cyber-bullying, equality, medical, safe destruction of records, sun protection.	All policies outline school direction within the different areas. There are a range of additional policies available within school.

[Our website is sunningdale@schools.sunderland.gov.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 Mrs C Wright, Head Teacher, Sunningdale School, Shaftoe Road, Springwell, Sunderland SR3 4HA

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

Head teacher signature _____

Governor Signature _____

Assistant HT signature _____

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