



Freedom of Information Publication Scheme

This is the Ronald Tree Nursery School *Publication Scheme*

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

Ronald Tree Nursery School, Laburnum Crescent, Kettering NN16 9PH

The person responsible for maintenance of this scheme is:

Karen Sharman, Head teacher

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 nursery 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. It is available free or at a fee in accordance with our charging policy.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for maintained nursery schools approved by the Information Commissioner.

2. Aims and Objectives

Through play, talk and first hand experiences, Ronald Tree Nursery School will offer each child the opportunity to learn, develop and grow in a happy, secure and exciting environment with the help of trained, experienced staff committed to providing high quality nursery education and care.

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 three broad topic areas:

1. **Governors Documents**
2. **Children** – information about policies that relate to children
3. **Maintained Nursery School Policies** – information about policies that relate to the maintained nursery school in general.

4. How to request information

If you need a paper version, you can request a copy from the contact detailed below. 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: head@ronalmtree-nur.northants-ecl.gov.uk

Tel: 01536 514240

Fax: 01536 516852

Contact Address: Ronald Tree Nursery School, Laburnum Crescent, Kettering, NN16 9PH.

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

5. Paying for Information

Information is provided free unless stated otherwise. You may expect to pay for priced items such as some printed publications, videos and bound information such as reports. Where there is a charge this will be made in accordance with our charging policy.

6. Classes of Information Currently Published

Class	Description
EYPP Academic Year Report	<ul style="list-style-type: none"> • Analysis of use and impact of the income to supplement the learning opportunities of children during the previous academic year
SEND Information Report	<ul style="list-style-type: none"> • Overview of arrangements for Special Education Needs
Instrument of Government	<ul style="list-style-type: none"> • The name of the maintained nursery school • The category of the maintained nursery 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 maintained nursery school has a religious character, a description of the ethos • The date the instrument takes effect
Governor's Details	<ul style="list-style-type: none"> • the structure and remit of the governing body and any committees, and the full names of the chair of each; • for each governor who has served at any point over the past 12 months: <ul style="list-style-type: none"> ○ their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government), ○ relevant business and pecuniary interests (as recorded in the register of interests) including: ○ governance roles in other educational

	<ul style="list-style-type: none"> institutions; ○ any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and ○ their attendance record at governing body and committee meetings over the last academic year.
Minutes of meeting of the Governing Body and its committees	Minutes of meetings of the governing body and of its committees

Children and curriculum policies – This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Behaviour Policy	Written statement of general principles on behaviour and challenging negative behaviour, appropriate to the child’s age and stage of development

Maintained Nursery Policies – This section gives access to information about policies that relate to the maintained nursery in general. All policies are available from the school office.

Class	Description
Published reports of HM Inspectors referring expressly to the maintained nursery	The report of the most recent inspection of the centre and the summary of the report are available on the Ofsted website (www.ofsted.gov.uk) or from the centre’s office.
Post Inspection action plan	The plan setting out the actions required following the Ofsted inspection is displayed on the centre’s noticeboard.
Charging and Income Policies	A statement of the centre’s policy with respect to charges for childcare and optional extras including, trips etc
Admissions Policy	Information on the policy on admissions is handed to all parents when they register a child at nursery.
Maintained Nursery	Advice to pupils and parents which identifies and

School Travel Plans	solves problems associated with trips e.g. risk assessment of place to be visited (refer to guidelines for planning trips)
Special Educational Needs Policy	Information about the maintained nursery policy on providing for pupils with special education needs – Inclusion
Accessibility Plans	Disability Discrimination Act Audit. Complaints procedure.
Health and Safety Policy	Written statement of general policy with respect to health and safety at work of employees (and others) and the organization and arrangements of carrying out the policy
Safeguarding and Child Protection Policy	Statement of general principles on Child Protection policies
Race equality	Statement of policy for promoting racial equality
Equal opportunities Policy	Statement of general principles on equal opportunities policies
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal Policy	Statement of procedure 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.
Capability Policy	Statement of procedure for regulating conduct and discipline of school staff and to the capability of teachers

7. Complaints and Feedback

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about the publication scheme or if you require further assistance or need to make a complaint then initially this should be addressed to Karen Sharman, Head Teacher, Ronald Tree Nursery School.

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 the Data Protection Act 1998 and that deals with formal complaints.
They can be contacted at:

**Information Commissioner,
Wycliffe House,
Water Lane,
Wimslow,
Cheshire,
SK9 5AF**

Or

**Enquiry/Information Line: 01625 545745
Website: www.ico.gov.uk**

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