

This is The Preston 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 any specific request for information will be responded to;
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:

- encourage pupils to develop their abilities to the full.
- give children equality of opportunity
- develop fundamental skills in reading, language and mathematics
- deliver the National Curriculum in an appropriate and effective way
- help pupils to develop personal moral values, understanding of Christian beliefs and awareness of other races, religions and ways of life
- participate fully in the community and to contribute responsibly to it
- help pupils to understand the world in which they live, the need to care for our planet and the interdependence of individuals, groups and nations
- participate in shared activities within school and with other schools

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 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 Prospectus – information published in the school prospectus.

Governors' Documents – information published in the Annual Report ToGovernors and in other governing body documents.

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, fax or letter. Contact details are set out below. **[or you can visit our website at www.preston.primary.co.uk**

Email: **shirley.winters@stockton.gov.uk**

Tel: **01642 784735**

Fax: **01642 789312**

Contact Address: **Laurel Road, Eaglescliffe, Stockton-on-Tees. TS16 0BE**

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

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. Some information which we hold may not be made public.

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.

Reviewed March 2009

**Freedom of Information Publication Scheme
Annex A – Further documents held by the school**

Name of Document	Description
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