The Lea Primary School and Nursery
Publication Policy

Reviewer	Date	Approver	Date
Susanne Fawkes	June 2026	FGB	June 2026
Next Review		June 2029	

This is The Lea Primary School and Nursery 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 either available for you on our website to download and print off or available in paper form or available on request.

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 has an agreed vision, ethos and set of aims and outcomes, outlined below. This publication scheme is a means of showing how we are pursuing these aims.

Our vision
To be at the forefront of the highest quality education

Aims & outcomes
For each individual child to fulfil their highest possible potential
To provide an individual learning experience for every child
To create learning opportunities without limits in an inclusive community

To foster a nurturing approach to positive behaviour, mental health and wellbeing

Ethos
Learn – teach us the skills and knowledge for life
Enjoy – allow us to explore and have fun learning
Achieve – help us to be the best we can be

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:

- *Governors* – information in 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. Requesting information

If you require a paper version of any of the documents within the scheme, please contact the school by email or letter. To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

Email: admin@lea-pri.herts.sch.uk
Address: The Lea Primary School and Nursery
Moorland Road
Harpenden
Herts
AL5 4LE

You can also view documents on our website: www.lea-pri.herts.sch.uk

If the information you're looking for isn't available via the scheme and isn't on our website, please 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.

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 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

Information relating to the governing body

Name	Description
Governor information	Details of governing body membership Number of pupils on roll
Instrument of governance	The name (and category) of the school The manner in which the governing body is constituted The term of office of each category of governor if less than 4 years Date instrument takes effect
Minutes	Agreed minutes of meetings of the governing body and of its committees

Pupils & curriculum policies - *this section gives access to information about policies that relate to pupils and the school curriculum.*

Name	**Description**
Home – school agreement	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 the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationships and sex education policy	Statement of policy with regard to relationship and sex education
Inclusion Policy	Information about the school's policy on providing for pupils with Special Educational Needs and Disabilities, who are Gifted and Talented, and who have English as an Additional Language.
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	Policy for promoting 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.
Behaviour policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

Name	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form	A statement of the governing body's evaluation of the school's performance.
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
Appraisal	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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
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
**Admissions Policy	Statement of the school's policy on admissions
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

School policies and other information related to the school - *this section gives access to information about policies that relate to the school in general.*

*** Information available on our website; our website is at www.lea-pri.herts.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 wish to make a complaint then initially this should be addressed to the Chair of Governors, c/o the 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 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.ico.gov.uk

THE LEA PRIMARY SCHOOL AND NURSERY

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

Name of Document

Anti Bribery policy

Anti Bullying

Assessment & Target Setting policy

Attendance policy

Children Known to a Social Worker policy

Code of conduct for parents, carers & visitors

Continuing Professional Development policy

Data Protection Policy

Data Security

Debt Recovery

Early Years Foundation Stage

GDPR privacy notice for pupils

Governor Visits policy

Homework policy

Learning Outside the Classroom policy

Leave of Absence policy

Lettings policy

Managing Performance and Capability Procedure

Online Safety Policy

Privacy notice for Parents – not on schedule

Pupil Premium Strategy Statement

Restrictive Physical Intervention

Safer Recruitment policy

School Closures policy

SEND Information Report

Social Media

Staff Health & Attendance policy

Sports Premium Strategy Statement

Staff Induction policy
Subject Access Request policy

Supporting pupils in school with medical conditions

Toileting and Intimate Care policy

Transition policy

Uniform

Wellbeing

Whistle Blowing policy

Whole School Food

Many policies are available on our website: www.lea-pri.herts.sch.uk