

# Ordsall Primary School Publication Scheme

## Introduction

Ordsall Primary School is committed to openness and transparency. This publication scheme sets out the information we routinely make available to the public as part of our obligations under the Freedom of Information Act 2000.

The scheme follows the model publication scheme approved by the Information Commissioner's Office (ICO).

All information included in this scheme is available on our website wherever possible.

## Aims

Our publication scheme supports our vision:

**“To ensure that every child can Play, Learn and Grow Together.”**

It ensures that:

- Information is easily accessible to parents, carers and the wider community
- The school operates transparently
- Requests for information can be handled efficiently

## Classes of Information

We publish information under the following areas:

### 1. School Information

- Contact details
- Staffing structure
- Vision and values
- Prospectus and key information

### 2. Governance

- Governing body information
- Structure and responsibilities
- Meeting attendance and interests
- Key governance documents

### 3. Curriculum

- Curriculum intent and design
- Subject-specific information
- Progression maps

- Assessment approaches

Further subject-specific detail can be found on the Curriculum section of our website.

#### **4. Pupils and Inclusion**

- SEND information report
- Inclusion and accessibility information
- Behaviour and safeguarding policies

#### **5. School Policies**

- Statutory policies (e.g. safeguarding, behaviour, complaints)
- Health and safety
- Charging and remissions

#### **6. Performance and Data**

- Ofsted reports
- Performance data
- School improvement priorities

### **How to Request Information**

If you require information that is not available on our website, please contact us:

- [office@ordsallpri.notts.sch.uk](mailto:office@ordsallpri.notts.sch.uk)
- 01777 702852
- Ordsall Primary School, Ordsall Road, Retford, DN22 7SL

Please clearly state your request.

### **Charges**

Most information on our website is free of charge.

Where a request requires printing, copying or postage, a small charge may apply. You will be informed of any cost before the request is processed.

### **Feedback and Complaints**

If you would like to comment on this publication scheme or request further information, please contact the Headteacher.

If you are not satisfied with the response, you may contact the Information Commissioner's Office.