

Publication Scheme – Guide to Information

Introduction

This guide explains the information that Ordsall Primary School makes available to the public as part of our Publication Scheme, in line with the Freedom of Information Act 2000.

Most information is available on our website: www.ordsallprimary.com

If you require information in another format, please contact the school office.

How to Access Information

Format	How to Access
Website	Free to view and download
Paper copies	Available on request (charges may apply)
Email request	office@ordsallpri.notts.sch.uk
Telephone	01777 702852

Categories of Information

1. School Information

Information	Where to Find It	Cost
Contact details	Website	Free
School vision and values	Website	Free
Prospectus	Website	Free
School day and term dates	Website	Free

2. Governance

Information	Where to Find It	Cost
Governing body structure	Website	Free
Governor details (names, roles, attendance, interests)	Website	Free
Instrument of Government	On request	Free
Governor meeting minutes (where appropriate)	On request	Free

3. Curriculum

Information	Where to Find It	Cost
Curriculum overview	Website	Free
Subject-specific curriculum pages	Website	Free
Progression maps	Website	Free
Assessment approach	Website	Free

Further detail about knowledge taught in each subject can be found in the Curriculum section of our website.

4. Pupils and Inclusion

Information	Where to Find It	Cost
SEND Information Report	Website	Free
Accessibility Plan	Website	Free
Behaviour Policy	Website	Free
Safeguarding/Child Protection Policy	Website	Free

5. School Policies

Information	Where to Find It	Cost
Complaints Procedure	Website	Free
Attendance Policy	Website	Free
Charging and Remissions Policy	Website	Free
Health and Safety Policy	On request	Free

6. Performance and Data

Information	Where to Find It	Cost
Ofsted report	Website	Free
Performance data	Website	Free
School improvement priorities	Website / Headteacher reports	Free

7. Financial Information

Information	Where to Find It	Cost
Pupil Premium Strategy	Website	Free
Sports Premium Funding	Website	Free
Financial benchmarking	DfE website	Free

Requests for Information

If the information you require is not available on our website, you can make a request by contacting the school office.

Please provide:

- A clear description of the information requested
- Your preferred format (email or paper)

We will respond in line with statutory guidance.

Charges

Most information is provided free of charge.

A charge may apply for:

- Printing or photocopying
- Postage

Any costs will be communicated before the request is completed.

Feedback and Complaints

If you are dissatisfied with how your request has been handled, please contact the Headteacher in the first instance.

If you remain dissatisfied, you may contact the [Information Commissioner's Office](#).