



# WALES PRIMARY SCHOOL

## Publication Scheme

### What is a Publication Scheme and why it has been developed

One of the aims of the Freedom of Information Act 2000 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 available in paper form. Some information which we hold may not be made public, for example personal information.

### 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'.

The classes of information that we undertake to make available are organised into four broad topic areas:

*School Prospectus* – includes statutory information about the school.

*Governors' Documents* – information published 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.



# WALES PRIMARY SCHOOL

## How to request information

Information is published on the school website [www.walesprimary.co.uk](http://www.walesprimary.co.uk) (governing board minutes are held in the school office).

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, letter or email.

Telephone: 01909 770236

Letter: Wales Primary School, School Road, Wales, Sheffield, S26 5QG

Email: [walesprimary@rotherham.school](mailto:walesprimary@rotherham.school)

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.

## Paying for information

Information published on our website is free.

If you require a single paper copy of the information covered by this publication we will provide this free of charge. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

## 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 Headteacher.