



Our full title and address for sending requests for any documents is:

Balfour Primary School, Balfour Road, Brighton BN1 6NE

The persons responsible for maintenance of this scheme: Ms Rachel Cashman, Chair of Governors.

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.

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:

- Give children an excellent start in education so that they have a better foundation for learning,
- Enable all young people to develop and equip themselves with the skills, knowledge and personal qualities needed for life and work 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 have recently published) or which we will publish in the future - this is split into categories of information known as "classes" and these are contained in section 6 of this scheme.

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

1. *School Prospectus* - information published in the school prospectus.
2. *Governor's Documents* - information published in the Governing Body documents.
3. *Pupils & Curriculum* - information about policies that relate to pupils and the school curriculum.



4. *School Policies* - information about policies that relate to the school in general.

4. How to request information

You can request a copy of the information you want from the contact detailed below or visit our website at www.balfourprimary.sch.uk.

If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: office@balfour.brighton-hove.sch.uk

Tel: 01273 507722

Contact Address: Balfour Primary School, Balfour Road, Brighton BN1 6NE.

To help us process your request quickly, please clearly mark any correspondence

"PUBLICATIONS SCHEME REQUEST" (in bold CAPITALS please)

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 cafe.

Single copies of information covered by this publication are provided free unless stated otherwise in the annex. 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.

6. Classes of Information Currently Published

School Prospectus - This section sets out information published in the school prospectus.

Class	Description
School Handbook	<p>The contents of the school handbook are as follows:</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the headteacher and chair of governors• information about admissions• a statement of the school's ethos and values• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils• information about the school's policy on providing for pupils with special



	<p>educational needs</p> <ul style="list-style-type: none"> • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures
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Governors Annual Report and other information relating to the governing body -

This section sets out information published in the Governors Annual Report and in other Governing Body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • Government o The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any person entitled to appoint any category of • Details of any trust • If he school has a religious character, a description of the ethos • The date the instrument takes effect
Governing Body meeting minutes ¹	Minutes of Minutes from governors board and committee meetings [current and meeting of last full school year]

¹ Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this



Pupils & Curriculum Policies –

This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Content of curriculum	Statement on following the national curriculum in school and subjects covered each term
Reading Schemes	For KS1 the names of any phonics and reading schemes in use
Behaviour Policy	Information on the school Behaviour Policy
Ethos & Values	Statement on the Ethos and Values of the school

School Policies –

This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of HM Inspectors referring expressly to the school	Published Report of an inspection of the school and the summary of the report Access: www.ofsted.gov.uk/inspection-reports/find-inspection-report
Post Inspection action plan	A plan setting out the actions required following an Ofsted inspection
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 of which charges are permitted; for example music tuition, trips.
School session times	Details of school session dates and school terms and holidays
Special Education Needs	Information about the school's policy on providing for pupils with special educational needs



Accessibility Plans	Written plan of improvements to access for pupils with disabilities
Health & Safety Policy	Written 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
KS2 results	Access to information regarding most recent KS2 results <i>% of pupils achieving in English and Maths</i> Access: https://www.compare-school-performance.service.gov.uk/school/114382/balfour-primary-school
Complaints procedure	Statement of procedures for dealing with complaints
Pupil Premium	Statement of the school's allocation from the Pupil Premium and details of allocation

*** The majority of the above information can be found on our website at www.balfourprimary.co.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 need to make a complaint then initially this should be addressed to The Chair of Governors.

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: <http://www.ico.gov.uk/>