

This is Atherstone and Bedworth Heath Nursery School & Early Years Teaching Centres Publication Scheme.

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

*Bedworth Heath Nursery School
& Early Years Teaching Centre
Glebe Avenue
Bedworth
Warwickshire
CV12 0DP*

*Atherstone Nursery School
Kings Avenue
Atherstone
Warwickshire
CV9 1JZ*

The person responsible for maintenance of this scheme is the Governing Body

1. Introduction: What is 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 nursery 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 of a fee.

The scheme covers information already published and information, which is to be published in the future. All information in our publication scheme is free or at a fee in accordance with our charging policy. Some information, which we hold, may not be made public, for example personal information about staff. This publication scheme conforms to the model scheme for maintained nursery schools approved by the Information Commissioner.

2. Aims and Objectives: Bedworth Heath Nursery School and Atherstone Nursery 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,

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 three broad topic areas:

- **Governors Documents** – information published in the Governors Annual Report and other Governing Body documents.
- **Children and Families** – information about policies that relate to children and their families.
- **School Policies and Procedures** – information about policies that relate to the maintained nursery school in general.

4. How to Request Information

If you need a paper version, you can request a copy from the contact detailed below. (If the information is available on our website, a link will direct you to the page you need.) If the information you're looking for isn't available via the scheme (and isn't on our website), you can ask if we have it.

You can contact the school by telephone, fax, email or letter.

Email: admin1002@welearn365.com

Telephone/Fax: 02476 364188

Contact Address: **Bedworth Heath Nursery School & Early Years Teaching Centre**
Glebe Avenue
Bedworth
CV12 0DP

Email: admin1000@welearn365.com

Telephone/Fax: 01827 713116

Atherstone Nursery School
Kings Avenue
Atherstone

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Warwickshire
CV9 1JZ

To help process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in bold CAPITALS please).

5. Paying for Information

Information is provided free unless stated otherwise. You may expect to pay for priced items such as some printed publications, videos and bound information such as reports. You may also be charged for the time that it takes us to retrieve and collate the information. This is because we are a very small organisation and have limited resources

Atherstone and Bedworth Heath Nursery Schools will usually make the information in the guide available unless:

- We do not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute
- The information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf.
- The information is archived, out of date or otherwise inaccessible; or it would be impractical or resource-intensive to prepare the material for routine release.
- If the information is only held by another public authority, the school will provide details of where to obtain it.

We can charge for items requested in order to recover costs. Our charges are as follows

- Time to source, organise and prepare requested material - £25 per hour – minimum charge 15 minutes of time
- Printing: 10 pence per sheet of A4, copying 10 pence per copy of A4. Postage will be calculated as weighed.

Any request that is estimated to take 18hrs of work or cost £450 will be denied on the grounds that it is too resource intensive to complete. We can / will refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.

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- The request repeats a previous request from the same person.

A great deal of information is available on the School Websites – please check these first:

www.atherstonenurseryschool.co.uk

www.bedworthheathnursery.co.uk

Information published.	How the information can be obtained	Cost:
Class 1: Who we are & what we do? We are two maintained Nursery Schools, operating in a hard federation. We provide SCHOOL based education to children aged 2 years to 4 years 11M	Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Hard Copy of Prospectus and information is on the Website www.atherstonenurseryschool.co.uk www.bedworthheathnursery.co.uk	Prospectus hard copy £4.00 + postage + 15 minutes of time £6.25 Electronic 15 minutes of time £6.25
Who's who in the school - staff Who's who on the governing body / board of governors and the basis of their appointment	Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Prospectus hard copy and the information is on the website	Prospectus hard copy £4.00 + postage + 15 minutes of time £6.25 Electronic 15 minutes of time £6.25
Instrument of Government / Articles of Association	Governors Master file in each school contact clerk1002@welearn365.com or head1002@welearn365.com	Hard copy inspection only – free or copy 10p
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Hard Copy of Prospectus and the information is available on the Website	Prospectus hard copy £4.00 + postage + 15 minutes of time £6.25 Electronic 15 minutes of time £6.25
School Prospectus	Hard copy on request, provided to new staff and families free of charge	Prospectus hard copy £4.00 + postage + 15 minutes of time £6.25 Electronic 15 minutes of time £6.25
Annual Report (if any)	Not required or produced	
Staffing structure	Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Electronic file	Electronic 15 minutes of time £6.25
School session times and term dates	admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Information available from: Website, Face Book page, Hard copy: Prospectus, Newsletters	Hard copy 10pence Electronic 15 minutes of time £6.25

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Address of school and contact details, including email address	Information available from: Website www.atherstonenurseryschool.co.uk www.bedworthheathnursery.co.uk	
Class 2 – What we spend and how we spend it Current and previous financial year Annual budget plan and financial statements Capital funding documents Financial audit reports: FSVS	Inspection copy upon request and in the presence of a member of staff whose time will be charged for	£25 per hour - minimum 30 minute charge
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Inspection copy upon request and in the presence of a member of staff whose time will be charged for We do not currently hold this information separately to our Local Authority fully managed bursar service financial accounts	£25 per hour - minimum 30 minute charge
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Inspection copy upon request and in the presence of a member of staff whose time will be charged for	£25 per hour - minimum 30 minute charge
Pay policy	For an electronic or a hard copy Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School	Hard copy 10 pence Electronic 15 minutes of time £6.25
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (SLT or equivalent, whose basic actual salary is at least £60,000 pa) by reference to categories.	admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Inspection copy upon request and in the presence of a member of staff whose time will be charged for.	£25 per hour. This information would have to be pulled out from finance documents and would incur charges relating to time needed to prepare
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (SLT or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Inspection copy upon request and in the presence of a member of staff whose time will be	£25 per hour - minimum 30 minute Charge

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	<p>charged for</p> <p>WCC and Teachers pay scales are available in the public domain</p>	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School</p> <p>Inspection copy upon request and in the presence of a member of staff whose time will be charged for</p>	£25 per hour - minimum 30 minute charge
<p>Class 3 – What our priorities are and how we are doing</p> <ul style="list-style-type: none"> • School profile • Performance data • The latest Ofsted Education report - Full report • Development Plan, including post inspection action plan • Self Evaluation Form (SEF) 	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School</p> <p>Maintained Nursery Schools are not required to submit performance data However, we hold data about the achievement of individuals and groups, compiled into termly data reports, which can be made available in hard copy or electronic format upon request and where the individual identity of pupils is not given</p> <p>School Development Plan and SEF: hard copy or electronic format upon request Ofsted Report – published on the website freely available</p>	<p>Electronic 15 minutes of time £6.25 Hard copy of any single data report £5.00</p> <p>Electronic 15 minutes of time £6.25 Hard copy of any single report £5.00</p>
Performance management policy and procedures adopted by the governing body.	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School</p> <p>Hard copy or electronic format upon request</p>	<p>Electronic 15 minutes of time £6.25 Hard copy £3.00</p>
Performance data or a direct link to it	N/A	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School</p> <p>Hard copy or electronic format upon request – where they exist</p>	<p>Electronic 15 minutes of time £6.25 Hard copy £3.00</p>
Safeguarding and child protection	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School</p>	<p>Electronic 15 minutes of time £6.25 Hard copy £3.00</p>

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	<p>Hard copy or electronic format upon request Policy and Procedures are published on website</p> <p>Safeguarding Safeguarding Policy and procedures Arrangements for Safeguarding and Promoting Welfare of Children Whistle blowing Policy A Self-Review Tool for Safeguarding and Child Protection in schools Managing Allegations of Abuse</p>	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p> <p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Governors Minutes: - non restricted elements Hard copy or electronic format upon request – where they exist</p>	<p>Electronic 15 minutes of time £6.25 Hard copy £2.00</p>
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Hard copy or electronic format upon request Note – the Policy and Procedures are published on the websites www.atherstonenurseryschool.co.uk www.bedworthheathnursery.co.uk</p>	<p>Electronic 15 minutes of time £6.25 Hard copy £3.00</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for</p>	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Hard copy or electronic format upon request Note – many of the Policies and Procedures are published on the websites www.atherstonenurseryschool.co.uk www.bedworthheathnursery.co.uk</p> <p>Physical Restraint</p> <ul style="list-style-type: none"> • The Use of force to restrain pupils policy 	<p>Electronic 15 minutes of time £6.25 Hard copy £3.00 per policy</p>

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<p>handling information requests.</p>	<ul style="list-style-type: none"> • Physical Restraint - when to use force - Guidance for staff • Use of Force form and incident log <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • Hot drinks • Safe and Secure • Lone Working Policy • Health & Safety Arrangements • Health and Safety policy • First Aid at Work Policy and First Aid audit doc • Medication Policy • Sun protection Policy • Health and sex education <p><u>Fire Safety Awareness</u></p> <ul style="list-style-type: none"> • BEEP x 2 BHNS & ANS • Fire Safety Management Policy / Fire RA / Fire safety audit <p><u>Staff Absence</u></p> <ul style="list-style-type: none"> • Absence management policy • Line managers document pack • Absence management procedures for staff <p><u>Admissions</u></p> <ul style="list-style-type: none"> • Admissions Policy • Admissions leaflet for parents • Pupil information form • Photo consent form / Use of data release form / Pupil premium form <p><u>Staffing and HR</u></p> <ul style="list-style-type: none"> • Professional Development and Training Policy • Disciplinary Procedures Policy 	
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	<ul style="list-style-type: none"> • Staff Grievance and bullying policy • Non Attendance procedure for recording absence • Management of Change & Redundancy Policy <p><u>Exclusion</u></p> <ul style="list-style-type: none"> • Exclusion Policy <p><u>Driving at Work</u></p> <ul style="list-style-type: none"> • LA policy and RA • WCC transporting children safely guidance <p><u>Food and Drink</u></p> <ul style="list-style-type: none"> • Food and Drink Policy / Food handling and hygiene • Healthy Eating Guidance and Principles <p><u>SEN</u></p> <ul style="list-style-type: none"> • SEN/d report – website SEN/D Policy SEN/D Processes at BHNS & ANS • Inclusion Policy statement • Toileting Needs & Intimate Care <p><u>Equalities</u></p> <ul style="list-style-type: none"> • Equality Statement • Statement of intent • Publication of Equalities data • Access Plan • Volunteer Policy <p><u>Curriculum Policies</u></p> <ul style="list-style-type: none"> • EYFS Teaching and learning Policy • Key person Policy • More Able Policy • Assessment recording & reporting 	
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	<ul style="list-style-type: none"> • Parental Involvement • Equip and resources policy <p><u>Staffing and HR</u></p> <ul style="list-style-type: none"> • Performance Management Policy • Grievance and Bullying Policy • Disciplinary Policy • WCC Model Teacher Capability Policy <p><u>PSED</u></p> <ul style="list-style-type: none"> • Settling / induction process • Behaviour and PSED policy • Family Involvement Policy <p><u>Complaints and Behaviour</u></p> <ul style="list-style-type: none"> • School Complaints Procedure • Complaints to OFSTED about schools guidance • Policy for managing unacceptable adult behaviour in school policy • Parental Responsibility Policy <p><u>ICT</u></p> <ul style="list-style-type: none"> • ICT Acceptable use Agreement and Laptop Use Agreement • E-safety & Social Networking Policy • Photographic consent form • Information & Communication Technology / E-Safety & Social Networking Policy & Guidance <p><u>Accidents and Ill Health</u></p> <ul style="list-style-type: none"> • Accident, Illness and Incident Policy • Accident reporting forms • Near miss forms 	
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	<ul style="list-style-type: none"> • BEEP <p><u>Security</u></p> <ul style="list-style-type: none"> • Lost Child Procedures • Security Policy • Post incident support policy • Evacuation / in-vacuation and emergency situations process <p><u>Exclusion</u></p> <ul style="list-style-type: none"> • Exclusion Policy Annual <p><u>Finance</u></p> <ul style="list-style-type: none"> • Pay Policy • Criteria for FOC places • Anonymised staff salary list of OFSTED file • Lettings Policy Financial Administration Standards Policy • Arrangements for minor contracts policy • Business Continuity Plan <p><u>Community Cohesion</u></p> <ul style="list-style-type: none"> • Strategies to support Community Cohesion • Community Cohesion Action plan 	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Hard copy or electronic format upon request Note – many of the Policies and Procedures are published on the websites www.atherstonenurseryschool.co.uk www.bedworthheathnursery.co.uk</p> <p><u>Data Protection & Communications</u></p> <ul style="list-style-type: none"> • Communications Policy Annual 	<p>Electronic 15 minutes of time £6.25 Hard copy £3.00 per policy</p>

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	<ul style="list-style-type: none"> • Publication Scheme Annual / ICO FOI guide 	
Charging regimes & policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made & how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated	<ul style="list-style-type: none"> • Charging Policy 	Electronic 15 minutes of time £6.25 Hard copy £3.00 per policy
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Hard copy or electronic format upon request Note – many of the Policies and Procedures are published on the websites www.atherstonenurseryschool.co.uk www.bedworthheathnursery.co.uk Current registers include:</p> <ul style="list-style-type: none"> • SEN/d • Pupil Premium • Child Protection • Admissions list 	Electronic 15 minutes of time £6.25 Hard copy £3.00 per document
Curriculum circulars and statutory instruments	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Hard copy or electronic format upon request Note – many of the Policies and Procedures are published on the websites www.atherstonenurseryschool.co.uk www.bedworthheathnursery.co.uk 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</p>	Hard copy 10 pence per sheet of A4
Disclosure logs	<p>Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Inspection copy upon request and in the presence of a member of staff whose time will be charged for. This material would only be available to view by the appropriate bodies</p>	£25 per hour - minimum 30 minute charge

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	Safeguarding Cause for concern log	
Asset register	admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School copy upon request	Electronic 15 minutes of time £6.25 Hard copy 10 pence per A4 sheet
Any information the school is currently legally required to hold in publicly available registers	Please contact admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School	Electronic 15 minutes of time £6.25 Hard copy £3.00 per document
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Hard copy or electronic format upon request Note – many of the Policies and Procedures are published on the websites www.atherstonenurseryschool.co.uk www.bedworthheathnursery.co.uk	Electronic 15 minutes of time £6.25 Hard copy £3.00 per document
Extra-curricular activities	N/A	
Out of school clubs	N/A	
Services for which the school is entitled to recover a fee, together with those fees	Lunch Club / Extended hours – see website for current fees or prospectus www.atherstonenurseryschool.co.uk www.bedworthheathnursery.co.uk	Available on website for free
School publications, leaflets, books and newsletters	admin1000@welearn365.com Atherstone Nursery School admin1002@welearn365.com Bedworth Heath Nursery School Hard copy or electronic format upon request Note – many of the Policies and Procedures are published on the websites www.atherstonenurseryschool.co.uk www.bedworthheathnursery.co.uk Newsletter / Face Book page / top tips / helping hands leaflets / EYFS / your child learning documents / power points	Electronic 15 minutes of time £6.25 Hard copy £3.00 per document

SCHEDULE OF CHARGES: This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 10 p
	Photocopying/printing @ 10 p per sheet (colour)	Actual cost 10 p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£25 per hour	In accordance with the relevant legislation ICO guidance
Other	Larger documents and policies, often will more than 30 pages will incur a flat fee of £3.00	

6. Complaints and Feedback

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 school.

If you are not satisfied with 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 Office of the Information Commissioner. 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 545 745

Website:

www.informationcommissioner.gov.uk

This policy was adopted at a meeting of The Governing Body on held on 23rd June 2016

Signed on behalf of the Management Committee/Proprietor *Amanda Kirk*

Role of Signatory (eg Chair etc Head Teacher