



Highfields Primary School – Publication Scheme

Statement of Intent

At Highfields Primary School, we are committed to being open, transparent and accountable in the way we operate. This publication scheme sets out the information that the school routinely makes available to parents, carers, governors, staff, members of the community and other interested parties.

A publication scheme is a guide to the information that a public authority, including schools, publishes or intends to publish. It helps people understand what information is available, how it can be accessed and whether there may be a charge for obtaining copies of certain documents.

The purpose of this scheme is to make it easier for individuals to find and access information about the school. It supports our commitment to complying with the Freedom of Information Act 2000 by promoting openness and ensuring that information is made available wherever possible and appropriate.

Through this publication scheme, Highfields Primary School aims to provide clear and accessible information about its governance, policies, curriculum, finances, performance, and the services it provides to pupils and families. Information will be made available through the school website, upon request, or by other suitable means.

We will review this scheme regularly to ensure that the information published remains accurate, relevant and up to date.

Categories of Information Published

Highfields Primary School's Publication Scheme provides a guide to the information which we currently publish or which we will publish in the future. This information which is split into seven classes of information, is set out below.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Email: highfields.enquiry@highfields.sandwell.sch.uk

Tel: 0121 559 1033

Address: Highfields Primary School, Beeches Road, Rowley Regis, B65 0DA

Classes of Information Currently Published

Class I – Who we are and what we do

Information	Description	How the information can be obtained	Cost
Instrument of Government	• Name of governing body • Date it became effective • Number of governors • How its constituted e.g. Parent, LA appointed, Community Governor	Hard copy from school office	See section 5
School Prospectus and Curriculum	• The name, address and telephone number of the school • The names of staff including the Chair of Governors • Information on the Admissions Policy of the school • A statement of the school's aims and values • Curriculum content • How we meet our statutory duty to promote British Values • How the school meets children's special educational needs.	School website	Nil
Governing Body	• The names of school governors, the basis on which they have been appointed, their term of office and position of responsibility	School website	Nil
School session times and term dates	• The time the school day starts, morning break, lunchtime and the time the school day ends. • Details of when the school is open, dates of school holidays and training days.	School website	Nil
School location and contact information	• School's address, telephone number, email and names of all staff and how they can be contacted.	School website	Nil

Class 2 – What we spend and how we spend it

Information available	Description	How the information can be obtained	Cost
Financial information related to projected and actual income and expenditure, procurement, contracts and financial audit.	Annual budget plan and financial forecasts	Hard copy	See section 5
	Financial audit reports		
	Pay policy – Teaching & support staff	Website	Nil
	Procurement – details of procedure for purchase of goods and services	Website	Nil
	Governors' Allowances	Website	Nil
	Financial benchmarking	Your school – Financial Benchmarking and Insights Tool – GOV.UK	Nil
	Pupil Premium Plans and Impact	Website	Nil

Class 3 – What our priorities are and how we are doing

School Improvement Plan (SIP)	A strategic plan for improvement, detailing school's priorities, the measures it will take to raise standards. Resources dedicated to these, and the key outcomes and targets it intends to achieve.	Hard copy	See section 5
Performance Management Policy / Teacher Appraisal Policy	Policy and procedures adopted by the governing body related to staff appraisals.	Hard copy	See section 5

Performance Data	School's performance data provided by government	Highfields Primary School - Compare school and college performance data in England - GOV.UK	Nil
	Latest Ofsted report	Highfields Primary School - Open - Find an Inspection Report - Ofsted	Nil

Class 4 – How we make decisions

Information available	Description	How the information can be obtained	Cost
Admission Policy	Schools admission arrangements and procedures, including information about the right of appeal.	School Website	Nil
Agendas and minutes of meetings of governing body	This will exclude information that is properly regarded as private. This may be information presented or discussed.	Hard copy	See section 5

Class 5 – Our policies and procedures

Information available	Description	How the information can be obtained	Cost

Statutory Policies	Accessibility Plan		School Website	Nil
	Allegations Against Staff			
	Asbestos Management policy			
	Attendance Policy			
	Behaviour Policy			
	Capability Policy for Non Teaching Staff			
	Charging & Remissions Policy			
	Complaints Policy			
	Data Protection Policy			
	Disciplinary Policy			
	Early Years Policy			
	Equality Information & Objectives Statement			
	First Aid Policy			
	Governors Allowances Policy			
	Grievance Policy			
	Health & Safety Policy			
	Induction of NQT's/ECT's			
	Instrument of Government			
	Low Level Concern Policy			
	Pay Policy			
	Premises Management Policy			
	PSHE & Relationships & Health Education			
	Pupils with Additional Health Needs Attendance Policy			
	Pupils with Medical Needs			
	Safeguarding & Child Protection			
	SEND Local Offer & Information Report			
	Single Equality Policy			
	Special Educational Needs and Disabilities Policy			
	Staff Professional Conduct Policy			
	Statement for schools who do not process biometric data			
	Suspension & Exclusion Policy			
	Teacher Appraisal Policy			
	Teacher Capability Policy			

Non-Statutory Policies	AI Policy		School Website	Nil
	Anti-Bullying Policy			
	Assessment Requirements Statement			
	Asset Management Policy & Plan			
	Attendance Monitoring Policy & Process			
	Book Talk Policy			
	Budget Holder Protocols			
	CCTV Policy			
	Child on Child Abuse Policy			
	Curriculum Policy			
	Digital Images Policy			
	Disability Passport Policy			
	Domestic Abuse Workplace Policy			
	Drug Education Policy			
	E Safety Policy			
	EAL Policy			
	Emergency Planning			
	Fire Emergency Plan			
	Flexible Working Policy			
	Food Policy			
	Freedom of Information			
	Governor Code of Conduct			
	Governor Monitoring Visits			
	Home School Agreement			
	Home Visits Policy			
	Internet Policy			
	Intimate Care Policy			
	Keeping Children Safe in Education			
	Late Collection Policy			
	Leave of Absence Policy			
	Lettings Policy			
	Management of Staff Absence			
	Managing Violent and Abusive Visitors			
	Marking Policy			
	Maths Policy			
	Menstruation to Menopause Policy			
	Monitoring & Evaluation Policy			
	More Able Policy			
	Moving & Handling Policy (boxes)			

	Moving & Handling Policy (children)			
	Neonatal Care (Leave and Care) Policy			
	Off Site & Out of Hours Educational Visits Policy			
	Parent Communication Policy			
	Parental Bereavement Leave Policy			
	Parental Use of Social Networking & Internet Sites			
	Parents Accompanying Trips			
	Paternity Leave and Maternity Support Leave Policy			
	Phonics Policy (Little Wandle)			
	Physical Intervention Policy			
	Preventing Extremism and Radicalisation Policy			
	Privacy Statement (Staff & Pupil & Visitor)			
	Records Management Policy			
	Recruitment & Selection Policy			
	Redundancy Policy			
	Remote Learning Policy			
	Safeguarding Leaflet (Parent)			
	Safeguarding Leaflet (Staff)			
	Serial & Persistent Complainants			
	Sexual Harrassment and Victimisation policy			
	Social Media Policy			
	Staff Handbook			
	Student Placement Policy (UI6 & OI6)			
	Teaching and Learning Policy			
	Transition & Induction Policy			
	Uniform Policy			
	Wellbeing Policy			
	Whistleblowing Policy			
	Young Carers Policy			

Class 6 – Lists and registers

Information available	Description	How the information can be obtained	Cost
Asset Register	Listing all assets in school	Hard copy	See section 5
Curriculum Plans	Details curriculum plan for each year group	School Website	Nil

Class 7 – The services we offer

Information available	Description	How the information can be obtained	Cost
Extra-curricular activities	Details of after schools clubs/extra curricular activities	School website	Nil
Breakfast Club	Details of school's breakfast club provision	School website	Nil
Newsletter	Provides information on staffing updates, school achievements, trips, dates for Parents' Evenings etc.	School website	Nil

Schedule of Charges

Information published on our website is free to access. Documents of 5 pages or less and electronic copies of information covered by this publication are also provided free.

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. Please see schedule of charges below:

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 3p per sheet	Actual cost

	Plus administrative charge for copy completion by secretary, calculated individually per request	
	Postage	Actual cost of Royal Mail standard 2 nd class