



# Publication Scheme

Date last reviewed	November 2021
Date approved by Governors:	November 2021
Date for review:	November 2023

## Guide to information available from Southall School under the publication scheme

### 1. What we are and what we do

Information published	Description	How the information can be obtained	Cost
Instrument of Government	<p>This details:</p> <ul style="list-style-type: none"> <li>the name of the school</li> <li>the category of the school</li> <li>the name of the governing body</li> <li>the manner in which the governing body is constituted</li> <li>the term of office of each category of governor if less than 4 years</li> <li>the date the instrument took effect</li> </ul>	Hard copy	Nil
Website	<p>Statutory website information:</p> <ul style="list-style-type: none"> <li>The type of school</li> <li>The name, address and telephone number of the school</li> <li>The names of the Headteacher and Governors</li> <li>Information on the school's policy on admissions</li> <li>A statement on the school's ethos and values</li> <li>Information about the school's policy on providing for pupils with special educational needs</li> <li>Number of pupil places</li> </ul>	Website	Nil

### 2. Information what we spend and how we spend it

Information published	Description	How the information can be obtained	Cost
Annual budget plan	Details of how the budgeted income is to be spent over the current year and the school's income and expenditure returns	Hard copy	Nil
Capital funding	Details of the capital funding allocated to the school, together with information on related building projects and other projects	Hard copy	Nil
School Fund	Details of income and expenditure of the school fund for the previous academic year	Hard copy	Nil
Procurement and projects	Details of the procurement procedure for the purchase of goods and services and	Hard copy	Nil

	details of contracts that have gone through the formal tendering process.		
Pay Policy	Details of the school's pay policy for teaching staff. This includes procedures for determining teachers' grievances in relation to their pay.	Hard copy	Nil
Staffing and grading structure	Summary details of the staffing structures and grading	Hard copy	Nil

### 3. What our priorities are and how are we progressing

Information published	Description	How the information can be obtained	Cost
School profile	Pupil performance data	Hard copy	Nil
School profile	Latest Ofsted report including areas for improvement	Hard copy and website	Nil
School improvement plan	A detailed strategic plan for improvement bringing together, in a clear and simple way, the school's priorities, the main measures it will take to raise standards, the resources dedicated to these, and the key outcomes and targets it intends to achieve.	Hard copy	Nil
Performance management policy	The Performance Management policy and procedures adopted by the governing body relating to the appraisal of the staff and the annual report on the effectiveness of the appraisal process.	Hard copy	Nil
Future plans	Any major proposals for changes in the school	Hard copy	Nil
Every Child Matters	Details of policies and procedures in place to support the 'Every Child Matters' agenda. This includes policies and procedures in place with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.	Hard copy	Nil

### 4. How we make decisions

Information published	Description	How the information can be obtained	Cost
Admission policy/decisions	The school's admission arrangements and procedures, together with information about the right of appeal. This will include details of the number of appeals, the number of applications, the number of	Hard copy and website	Nil

	successful applications and the criteria that they applied under.		
Agenda and minutes of meetings of the governing body	Agreed agendas and minutes of the governing body and its sub-committees.	Hard copy	Nil

## 5. Our policies and procedures

Information published	How the information can be obtained	Cost
School policies (statutory policies for publication on school website): <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Admissions Policy</li> <li>• Behaviour Policy</li> <li>• Careers Advice Policy</li> <li>• Charging and Remissions Policy</li> <li>• Child Protection and Safeguarding Policy</li> <li>• Complaints Policy</li> <li>• Data Protection Policy</li> <li>• Freedom of Information Policy</li> <li>• Homework Policy</li> <li>• PSHE, SRE and Citizenship Policy</li> <li>• School Attendance Policy</li> <li>• SEND Policy</li> <li>• Single Equality Policy</li> </ul>	Hard copy and website	Nil
<ul style="list-style-type: none"> <li>• Absence Management</li> <li>• Acceptable use - Pupils</li> <li>• Acceptable use - Staff</li> <li>• Acceptable use of cameras and mobile phones - staff</li> <li>• Access to Fair Assessment</li> <li>• Allegations of Abuse Against Staff</li> <li>• Anaphylaxis</li> <li>• Anti-bullying</li> <li>• Appraisal</li> <li>• Assessment, Recording and Reporting</li> <li>• Asthma</li> <li>• Bring your own device</li> <li>• Capability of Staff</li> <li>• CCTV</li> <li>• Community Cohesion</li> <li>• Confidentiality</li> <li>• Cover</li> <li>• CPD</li> <li>• Curriculum</li> <li>• Disciplinary</li> <li>• Educational Visits</li> <li>• Emergency Plan</li> <li>• E-Safety</li> </ul>	Hard copy	Nil

<ul style="list-style-type: none"> <li>• Exam</li> <li>• Exam Appeals</li> <li>• Exam malpractice</li> <li>• Fire Safety</li> <li>• First Aid</li> <li>• Governor Code of Conduct</li> <li>• Governors Allowances</li> <li>• Grievance</li> <li>• Health and Safety</li> <li>• Healthy Schools</li> <li>• Internal Moderation</li> <li>• Internal Verification</li> <li>• Intimate Care</li> <li>• Learning and Teaching</li> <li>• Management of Change</li> <li>• Marking</li> <li>• Maternity and Family Friendly</li> <li>• Positive Handling, Holding and Restraint</li> <li>• Relationships Education (SRE) and Citizenship</li> <li>• Physical Intervention</li> <li>• Reading for Pleasure</li> <li>• Record Management</li> <li>• Registration and Certification</li> <li>• Safer Recruitment</li> <li>• Smoke-free</li> <li>• Southall Primary Transition Offer</li> <li>• Speak Up - Whistleblowing</li> <li>• Special Leave</li> <li>• Staff Code of Conduct</li> <li>• Staff Handbook</li> <li>• Staff Induction</li> <li>• Staff Wellbeing</li> <li>• Student Leave in Term Time</li> <li>• Supporting Pupils with Medical Conditions</li> <li>• Teachers' Pay</li> <li>• Weapons</li> <li>• Written Statement of Behaviour Principles</li> </ul>		
---	--	--

## 6. Lists and Registers

Information published	Description	How the information can be obtained	Cost
Curriculum maps	Details of the curriculum maps for each key stage group	Hard copy and website	Nil
Asset register	A list of all the assets in the school	Hard copy	Nil

## 7. The services we offer

Information published	Description	How the information can be obtained	Cost
Extra-curricular activities	Details of extra activities that take place at school at lunchtime and after school	Hard copy	Nil
Educational leaflets	<ul style="list-style-type: none"> <li>• Promoting positive behaviour</li> <li>• Safeguarding</li> <li>• e-safety for parents</li> <li>• Therapy teams</li> <li>• Pastoral care</li> <li>• Wellbeing team</li> </ul>	Hard copy	Nil
Termly newsletters	Detailing what has happened in school in the last term and plans for the future.	Hard copy and website	Nil