



Heston Community School Publication Scheme on information available under the Freedom of Information Act 2000

WHO WE ARE AND WHAT WE DO	DESCRIPTION
Information relating to the Governing Body	Information contained in official Governing Body documents including the Governor's annual report: • Who is who • Basis of Governors appointment • The manner in which the Governing Body is constituted • Category of the School • A statement on progress in implementing the action plan drawn up following an inspection • Agreed minutes from Governors Board and Committee Meetings • A financial statement – including gifts made to the School and amounts paid to the Governors for expenses • Information about the implementation of the Governing body's policy on students with special educational needs and any changes to the policy during the last year • A description of arrangements for the admission of students with disabilities, including details of the steps to prevent disabled students being treated less favourably than other students, details of existing facilities to assist access to the School by students with disabilities, the accessibility plan covering future policies for increasing access by those with disabilities to the School • A statement of policy on whole staff development identifying how teacher's professional development impacts on teaching and learning. • Number of students on roll and rates of students authorised and unauthorised absence • National curriculum assessment results for appropriate key stages with national summary figures • Instruments of Government, including the date it takes effect • The term of office of each category of Governor if it lasts less than 4 years and the name of anybody entitled to appoint any category of Governor.
School prospectus	• The name, address, website and telephone number of the school and the type of school • The name of the school Headteacher • The School's staffing structure • Information about the School's policy on providing for students with Special Educational Needs • Statement on the School's aims and values • Information on the School's policy on admissions • School term dates, times and attendance • Uniform • Number of Students on roll and rates of student absence • Details of any affiliations with a particular religion or religious denomination, the religious education and collective worship and the alternative provision for these students.

WHAT WE SPEND AND HOW WE SPEND IT	DESCRIPTION
Financial statement for the current and previous financial year	Relating to projected and actual income and expenditure, procurement, contracts and financial audit. Includes budget plans, financial statements and financial audit reports
Details of expenditure	Sets out details of items of expenditure over £5,000 including the cost, name of supplier and information about the transaction
Procurement and contracts	Details of the procurement and contracts the School has entered into or details relating to the organisation who has carried out this process on the School's behalf [for example the Local Authority].
Pay policy	A copy of the pay policy that the School uses to govern staff pay.
Allowances	Details of allowances and expenses that can be incurred by staff and Governors.
Student Premium	How the School uses student premium.
Utilities and School running expenditure	Details of the School's overheads and running costs.

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	DESCRIPTION
Ofsted report	A published report of the outcome of our latest Ofsted inspection.
Performance management policy	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.
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 for which charges are permitted, for example School publication, music tuition, and trips.
Health and Safety Policy and Risk Assessment	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.
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of School staff and procedures by which staff may seek redress for grievance.
Curriculum circulars and Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Headteacher or Governing Body relating to the curriculum.

HOW WE MAKE DECISIONS	DESCRIPTION
Admissions Policy/ Decisions [not individual]	This does not include individual decisions. This is a statement of our policy with regards to admissions and how the School make decisions regarding admissions.

OUR POLICIES AND PROCEDURES	DESCRIPTION
Home-School Agreement	Written statements of the School's aims and values, the School's responsibilities, the parental responsibilities the School's expectations of its students for example homework arrangements.
Curriculum Policy	Statement on following the national curriculum subjects, including any syllabus used by the School.
Complaints Policy	Statement of procedures for dealing with complaints
Equality and Diversity Policy	Statement on ensuring that the School follows and promotes equality and diversity.
Child protection and safeguarding policy	Statement of policy for safeguarding and promoting welfare of students at the School.
Relationships and Sex Education Policy	Statement of policy with regard to sex and relationship education
SEND and Inclusion Policy	Information about the School's policy on providing for students with special educational needs.
Behaviour for Learning Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.
Collective Worship	Statement of arrangements for the required daily act of collective worship

THE SERVICES WE OFFER	DESCRIPTION
Extra-curricular Activities and out of School clubs	Details of these are contained on the School's website

LISTS AND REGISTERS	DESCRIPTION
Disclosure Log [FOI Requests] [Appendix 1]	A summary of FOI requests received and how the school responded. Includes date, topic of request and summary of response.