GOYTRE FAWR PRIMARY SCHOOL

Publication Scheme
SEPTEMBER 2026

The School's Governing Body are responsible for the maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 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. 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'. These are contained in section 3 of this scheme.
The classes of information that we undertake to make available are organised into four broad topic areas:

- ***School Prospectus*** **- information published in the school prospectus.**
- ***Governors' Documents*** **- information published in the Governors' Annual Report and in other governing body documents.**
- ***Pupils & Curriculum*** **- information about policies that relate to pupils and the school curriculum.**
- ***School Policies*** **- information about policies that relate to the school in general.**

3. Classes of Information Currently Published

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

Class	Description
School Prospectus	A summary of the statutory contents of the school prospectus are as follows, (other items are included at the school's discretion): • the name, address, telephone number, the classification and language of school. • the names of the Head Teacher and Chair of Governors. • information about admissions, including those for pupils with disabilities. • 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 additional learning needs. • number of pupils on roll and rates of pupils' authorised and unauthorised absences. • a summary of the adopted curriculum. • information regarding some specific staff roles and school policies, such as the charging and remissions policy and collective worship. • details of the school day, term dates and other arrangements. • use of the Welsh Language. • Secondary Schools only: a summary of Secondary School Performance for Key Stage 4 and post-school education, training and employment data. • signposting to the school's complaints policy

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
Governors' Annual Report	A summary of the statutory contents of the Governors' Annual report to Parents/Carers follows, (other items are included at the school's discretion): • details of the Governing Body membership, including name and address of Chair and Clerk. Also, information regarding the election of parent Governors. • details of any meetings held following parental petition. • a summary of the school development plan, school performance outcomes and attendance/absence information. • Details of school sessions and term dates. • arrangements for curriculum, ALN, sports and extra-curricular provision. • a summary of the school's financial position, including expenditure and resources. • action taken to promote healthy eating and drinking. • information regarding staffing and school buildings/accessibility. • signposting to the school's complaints policy.

Instrument of Government	• The name of the school. • The category of the school. • The name of the Governing Body. • The manner in which the Governing Body is constituted. • The name of any person entitled to appoint any category of Governor. • Details of any trust. • If the school has a religious character, a description of the ethos of the school. • The date the instrument takes effect.
Minutes*/ of meeting of the Governing Body and its committees**	Minutes from Governors board and committee meetings may be able to be viewed/published by request from the school. **Some information may be confidential or otherwise exempt from the publication by law – therefore the school cannot publish this.* ***Governor documents will be available on request following completion of minutes by the clerk or other nominated minute taker.*

Pupils & Curriculum Policies - this section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home - school agreement	Where applicable, a written statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements.
Curriculum Policy	Statement on following the arrangements for curriculum subjects, including any syllabus followed by pupils at the school.
Sex and Relationships Education Policy	Written statement of policy with regard to sex education.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Pupil Discipline	Written statement of general principles on behaviour and discipline including any anti-bullying policy as appropriate.

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

Class	Description
Reports of Estyn School Inspections under Sections 10 and 23 of the School Inspections Act 1996	Report of an inspection of the school and the summary of the report.
Post Inspection action plan	A plan setting out the actions, if required, following an Estyn 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 and dates of school terms and holidays.
Additional Learning Needs	Information about the school's policy on providing for pupils with additional learning needs.
Accessibility Plans	Written plan of improvements to access for pupils with disabilities.
Health and 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.
Child Protection Policy	Statement of general principles on Child Protection arrangements.
Complaints procedure	Statement of procedures for dealing with complaints.
Staff Appraisal	Statement of procedures adopted by the Governing Body relating to staff appraisal.
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.

4. How to request information

Many of our Policies and other documents are available on our school website: https://www.goytrefawrprimary.co.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.

Freedom of Information (FOI) requests are supported by Monmouthshire County Council's Information Governance team. You can contact them at freedomofinformation@monmouthshire.gov.uk or by post at Freedom of Information, County Hall, Usk NP15 1GA. All FOI requests must be made in writing.

Subject Access Requests (relating to personal data i.e. your child's records) are supported by Monmouthshire County Council's Data Protection Officer. Your request can be made to either the Head Teacher at goytrefawrprimary@monmouthshire.gov.uk, by post at Goytre Fawr Primary School, School Lane, Penperlleni. NP4 0AH or 01873 880369 or the Data Protection Officer at dataprotection@monmouthshire.gov.uk, by post at Data Protection, County Hall, Usk NP15 1GA or 01633 644744.

5. Paying for information

Single copies of information covered by this publication scheme are provided free unless stated otherwise. Should your request require significant resource i.e. photocopying, postage, we may charge for disbursements however you will be notified of this cost in advance.

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you wish to make any comments about this policy or if you require further assistance, then initially this should be addressed to:

Head Teacher
GOYTRE FAWR PRIMARY SCHOOL
School lane
Penperlleni
NP4 0AH

If you are not satisfied with the assistance that you receive, or if we have not been able to resolve your query/concerns (following the school's complaints procedures) 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 UK GDPR 2018 and deals with formal complaints.

The Information Commissioner's Office may be contacted via:

https://ico.org.uk/global/contact-us/
Information Commissioner's Office
2nd Floor Churchill House
Churchill Way Cardiff
CF10 2HH
Telephone: 0330 414 6421
Email: wales@ico.org.uk