

This is Willow Nursery School's Publication Scheme

Our full title and address for sending requests for any documents is: ***Willow Nursery School, Goldstone Crescent, Dunstable, Beds. LU5 4QU***

The person responsible for maintenance of this scheme is :***Leigh Davies, Headteacher***

1. Introduction: what 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.

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. It is available 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.

This publication scheme conforms to the model scheme for maintained nursery schools approved by the Information Commissioner.

2. Aims and Objectives

Willow 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,

and this publication scheme is a means of showing how we 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 categories of information known as 'classes' these are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into three broad topics areas:

Governors Documents – information published in the Governors Annual Report and in other Governing Body documents.

Children and families – information about policies that relate to children and their families.

Willow Nursery School Policies - 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 you're looking for isn't available via the scheme (and isn't on our website), you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: **office@willownursery.co.uk**

Tel: **01582 662600**

Contact Address: **Goldstone Crescent, Dunstable, Beds. LU5 4QU**

To help us 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 and bound information such as reports. Where there is a charge this will be made in accordance with our charging policy.

As a rule, information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using your local library or an Internet café.

If you are unable to access the Internet you can contact us; see Section 4 'How to request information'. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

6. Classes of Information Currently Published

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	<p>The statutory contents of the governors' annual report to parents are as follows. Other items may be included at the school's discretion:</p> <ul style="list-style-type: none">• details of the governing body membership, including name and address of chair and clerk• a statement on progress in implementing the action plan drawn up following an inspection• a financial statement, including gifts made to the maintained nursery school and amounts paid to governors for expenses• a description of the maintained nursery school's arrangements for security of pupils, staff and premises• information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school• how teachers' professional development impacts on teaching and learning• number of pupils on roll• the schools to which the children transfer on leaving the nursery
Instrument of Government	<ul style="list-style-type: none">• The name of the maintained nursery school• The category of the maintained nursery school• The name of the governing body• The manner in which the governing body is constituted• The term of office of each category of governor if less than 4 years• The name of any person entitled to appoint any category of governor• Details of any trust• If the maintained nursery school has a religious character, a description of the ethos• The date the instrument takes effect
Minutes ¹ of meeting of the Governing Body and its committees	Minutes of meetings of the governing body and of its committees

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Children, families and curriculum policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Personal, Social and Emotional Development	Written statement of general principles on behaviour and challenging negative behaviour, appropriate to the child's age and stage of development
Communication, Language. Literacy; Mathematics; Expressive Arts and Design; Physical development; Understanding of the world; Outdoor play	Policies relating to the delivery of the Early Years Foundation Stage curriculum
Equal opportunities; Monitoring and evaluation;	Policies relating to the monitoring of the Early Years Foundation Stage curriculum
Aims and philosophy; Vision statement; Teaching and learning; Parental partnership	Policies that relate to the aims and values of Willow Nursery School

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

Class	Description
Published reports of HM Inspectors referring expressly to the Maintained nursery school	Report of an inspection of the maintained nursery school and the summary of the report
Attendance policy	Information on how attendance is monitored
Admissions Policy	Information on the maintained nursery school policy on admissions
Special Educational Needs Policy	Information about the maintained nursery school's policy on providing for pupils with special educational needs
Accessibility	A 3 year plan that show the school's schedule to improve accessibility for its

Plans	children and parents.
Safeguarding Children	Statement of general principles on Safeguarding Children policy and procedures
More Able Child	Policy on supporting the more able child
Race equality	Statement of policy for promoting racial equality
Equal Opportunities Policy	Statement of general principles on equal opportunities policies
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedure adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures.
Charging policy	Policy relating to the range of charges that are applied
Annex A – Other documents	Annex A provides a list of other documents that are held by the maintained nursery school and are available on request

Willow Nursery School maintains a website at www.willownursery.co.uk and has an ongoing commitment to make as much information available on our website as possible.

7. 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 Leigh Davies, Headteacher.

If you are not satisfied with the 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

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Annex A – Further documents held by the Maintained Nursery School

Policy on photography and the use of images	Statement on the use of photographs and images in the school and on the website.
Food policy	Policy outlining procedures that are in place regarding the food that is available within the school
Health and safety policy	Policy regarding health and safety procedures
Student training	Policy relating to the training of students who are on placement in this setting

Reviewed: Spring 2025

Next review: Spring 2027