

This is Crosshall Infant School Academy Trust's Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for 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 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we have produced 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 available on our website.

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. Aims and Objectives

At Crosshall Infant School we believe that every child matters.

Our School Values are the Crosshall 5 C's:

Confident	Curious	Creative	Caring	Co-operate
I am Sidney Squirrel I persevere I keep going I ask for help I never give up	I am Oscar Owl I ask lots of questions I look for patterns and connections I ask 'what it...?' I always want to find out more	I am Bella Butterfly I use my imagination I think up new ideas and questions I like to try different ways of doing things	I am Lily Ladybird I am kind and caring I look after my friends I can talk about how I am feeling I understand how others might be feeling	I am Bertie Bee I work well with others I listen to others I share my ideas I ask when I don't understand

This publication scheme is a means of showing how we are 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 four broad topic areas:

- *School Prospectus* - information published in the school prospectus.
- *Annual Report and other information relating to the Governing Body* - information published in the Annual Report and in other Governing Body documents.
- *Pupils and Curriculum* - information about policies that relate to pupils and the school curriculum.
- *School Policies and other information related to the school* - information about policies that relate to the school in general.

4. 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 or you can visit our website at www.crosshallinfant.co.uk

Email: info@crosshallinfant.co.uk

Tel: (01480) 475980

Contact Address: 446 Great North Road, Eaton Ford, St. Neots, Cambridgeshire, PE19 7GG.

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. Paying for information

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 a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

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

Class	Description
<p>School Prospectus</p>	<p>The contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the Academy • the names of the Headteacher and Chair of Governors • information on the school policy on admissions • 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 special educational needs • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents • 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

Annual Report and other information relating to the Governing Body– this section sets out information published in the Annual Report and in other governing body documents.

Class	Description
Annual Report	<p>The contents of the Annual Report include:</p> <ul style="list-style-type: none"> • Reference and administrative details • Governors report • Statement of internal control • Statement of Governors' responsibilities • Independent Auditor's report • Statement of financial activities incorporating income and expenditure account • Balance sheet • Cash flow statement • Notes to the financial statements, incorporating statements of accounting policies
Memorandum and Articles of Association	<ul style="list-style-type: none"> • The manner in which the Academy Trust and Governing Body is constituted • The appointment process for all categories of Governor • The term of office of each category of Governor • The date the Memorandum and Articles took effect • The Memorandum of Association sets out the name of the academy trust and provides details of the Members of the Trust under the Companies Act 2006. The Articles of Association prescribe for the internal management, decision making and running of the academy trust and its liability.
Governing Body details	<p>The names and contact details of the Governors are available and information relating to the basis on which they have been appointed.</p>
Minutes ¹ of meeting of the Governing Body and its committees	<p>Agreed minutes of meetings of the governing body and its committees [current and last 3 full academic school years]</p>

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

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

Class	Description
Home - school agreement	Statement of the school's aims and values, the school's responsibilities, parental responsibilities and the school's expectations of its pupils for example homework arrangements.
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
Sex and Relationships Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Policy	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equality and Diversity Policy	Statement of policy for promoting equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Safeguarding	Statement of policy for safeguarding and promoting welfare of children at the school, in compliance with any guidance issues by the Secretary of State.
Behaviour Policy and Anti Bullying Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

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

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Equality objectives	The school's Equality objectives in compliance with the Equality Act 2010 (Specific Duties) Regulations 2011
Charging and Remissions Policy	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 publications, music tuition, educational visits.
Governor Allowances Policy	Statement of the Governing Body's policy regarding allowances and expenses that can be claimed or incurred.
Annual budget plan and financial statements, capital funding, additional funding, procurement and projects	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.
Asset register	Capital assets register.
School session times and term dates	Details of school session and dates of school terms and holidays
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
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	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
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.
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Schools future plans	Statement of any major proposals for the future of the school.
Recruitment and selection policy	Statement of the school's policy relating to the recruitment and selection of staff.

Organisational Change Policy	The school's plan for the implementation of any changes to its staffing and organisational structure following statutory review.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Headteacher or Governing Body relating to the curriculum.
Admissions Policy	Statement of the school's policy on and procedures for admissions, including the right of appeal.
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

Our website is at www.crosshallinfant.co.uk

7. Feedback and Complaints

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 wish to make a complaint then initially this should be addressed to:

Mrs Rebecca Sawford
 Headteacher
 Crosshall Infant School Academy Trust
 446 Great North Road
 Eaton Ford
 St. Neots
 PE19 7GG

Email: info@crosshallinfant.co.uk

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 Information Commissioner's Office. 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:

Customer Contact

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

or Enquiry/Information Line: 0303 123 1113

Website : <https://ico.org.uk/make-a-complaint/>

Approved: April 2025

Next Review Due: April 2026

Crosshall Infant School

Freedom of Information Publication Scheme

Annex A - Further documents held by the school

Name of Document	Description
Curriculum policies	Art, Computing, Design Technology, English, Geography, History, Maths, Music, Physical Activity, Physical Education, Personal, Social, Health and Citizenship Education (PSHCE), Religious Education, and Science

Freedom of Information

Guide to information available from Crosshall Infant School Academy Trust

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
Who's who in the school	Hard copy and Website	
Who's who on the <i>Governing Body</i> and the basis of their appointment	Hard copy and Website	
Memorandum of Agreement and Articles of Association	Hard copy and Website	
Contact details for the Headteacher and for the <i>Governing Body</i>	Hard copy and Website	
School Prospectus	Hard copy and Website	
Staffing structure	Hard copy	
School session times and term dates	Hard copy and Website	
<p>Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard copy and Website	
Governors' Annual Report	Hard copy and Website	

Capital funding	Hard copy	
Additional funding - including any premiums i.e. pupil premium	Hard copy	
Pay policy	Hard copy	
Staffing and grading structure	Hard copy	
Governors' allowances policy	Hard copy	
Finance Manual - including procurement and contract procedures	Hard copy	
Financial audit reports	Hard copy	

Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
Annual Report	Hard copy and Website	
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report 	Hard copy and Website Hard copy and Website	
Performance management, appraisal and capability policies and procedures adopted by the governing body.	Hard copy	
School Development Plan, 3 year Maintenance Development Plan, Accessibility Plan	Hard copy and Website	
Safeguarding and Code of Conduct policies	Hard copy and Website	

Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy	Hard copy and Website	
Agendas of meetings of the Governing Body and its sub-committees	Hard copy	
Minutes of Governing Body meetings (as above) - excluding confidential minutes.	Hard copy and Website	

<ul style="list-style-type: none"> Teaching and Learning Young Carers 	Hard copy and Website Hard copy and Website	
Records management and personal data policies, including: <ul style="list-style-type: none"> Data Protection Data Retention 	Hard copy and Website Hard copy and Website	
Charging regimes and policies. <ul style="list-style-type: none"> Charging and Remissions Policy 	Hard copy and Website	

<p>Class 6 - Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

<p>Class 7 - The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	Hard copy	
Out of school clubs	Hard copy	
School publications	Hard copy	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	

Leaflets books and newsletters	Hard copy, newsletters on website	
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Contact details:

Crosshall Infant School Academy Trust
446 Great North Road
Eaton Ford
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