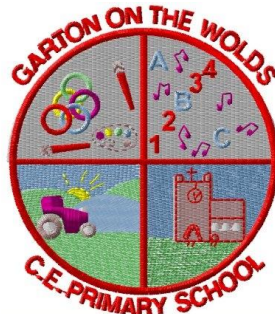


PUBLICATION SCHEME **January 2024**

Freedom of Information

Guide to information available from Garton on the Wolds Primary School under the model publication scheme

Section 1 -Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
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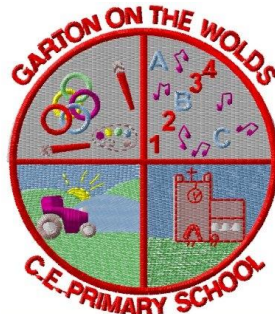


PUBLICATION SCHEME **January 2024**

Freedom of Information

Guide to information available from Garton on the Wolds Primary School under the model publication scheme

Who we are and what we do Garton on the Wolds Primary School Educating pupils from the age of 3 to 11 years. The school is a one form entry and has places for 15 pupils in each year group. The school capacity is therefore 105 teachers. Most documents are available on the school's website. 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. Email: garton@eastriding.gov.uk Telephone: 01377 253110 Contact Address: Garton on the Wolds Primary School, Station Road, Garton on the Wolds, East Riding of Yorkshire, YO25 3EX.	Full details available on the school website under prospectus. https://www.gartonprimary.co.uk/our_school/prospectus/prospectus.html	Free
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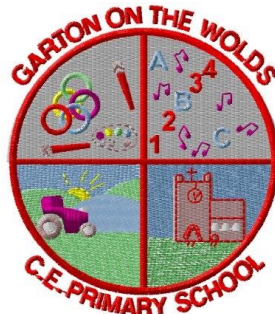


PUBLICATION SCHEME **January 2024**

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<i>Our school works in partnership with the church and the wider community to give a caring and nurturing environment. Together we enable and equip everyone to have life to the full as Jesus promised. This vision is underpinned by the values of hope, friendship, respect, forgiveness, perseverance, tolerance and thankfulness.</i> This publication scheme is a means of showing how we are pursuing these aims.		
Who's who in the school	Staffing lists are published on the website in the Our School Section. Garton on the Wolds C.E. (V.C.) Primary School - Staff (gartonprimary.co.uk)	N/A

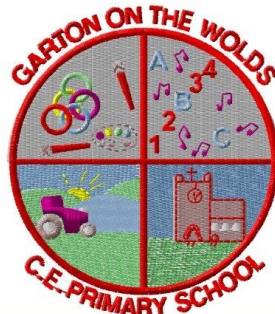


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Who's who on the governing body / board of governors and the basis of their appointment	Full Details available on the school website under our school, meet the governors. Garton on the Wolds C.E. (V.C.) Primary School - Governing Body (gartonprimary.co.uk)	N/A
Instrument of Government / Articles of Association - The name of the school. Garton on the Wolds Primary School - The category of the school Church of England, Voluntary Controlled Primary School - The name of the Governing Body Garton on the Wolds Primary School Governing Body. - The constitution of the Governing Body	N/A	N/A

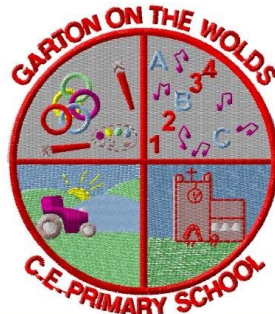


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The governing body has 4 Parent Governors, 2 co-opted Governors, 1 Authority Governor, 2 Foundation Governors and the Head Teacher. • The term of office for each category of governor is 4 years. • The name of anybody entitled to appoint any category of governor. Governors can be appointed by the Local Authority and the Diocese and elected by the Parents and staff of the school. The Head Teacher is a governor. • The school is not a trust • The school is affiliated to the Church of England.		
Contact details The Executive Head Teacher is Mr Jamie Baxter The Chair of Governors is Mr Mike Hood Both and all other staff and governors are available by contacting the school. Email: garton@eastriding.gov.uk	Email address garton@eastriding.gov.uk	N/A

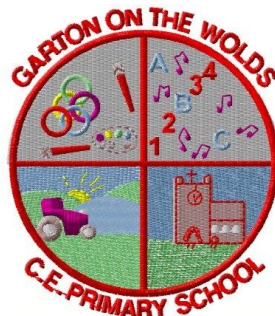


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Telephone: 01377 253110 Contact Address: Garton on the Wolds Primary School, Station Road, Garton on the Wolds, East Riding of Yorkshire, YO25 3EX.		
School prospectus What is included in the prospectus. 1. Vision of the school: basis of the ethos of the school 2. Essential Information 3. School Classification 4. Catchment Area 5. Visiting Arrangement's 6. Religious Affiliations 7. Organisation of classes and staff list 8. Governing Body 9. The School Day 10. Admissions Policy 11. The Curriculum 12. Key Stage 2 Test results 13. Religious Education	Full details available on the school website under prospectus. https://www.gartonprimary.co.uk/our_school/prospectus/prospectus.html	FREE

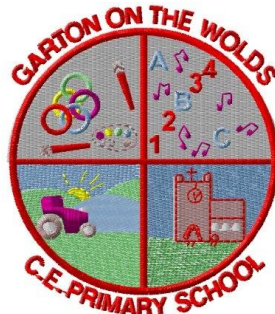


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Freedom of Information

Guide to information available from Garton on the Wolds Primary School under the model publication scheme

14. Collective Worship		
15. Meeting Special Educational Needs.		
16. Charging and remunerations policy (charging for school activities/visits etc.)		
17. Curriculum Activities.		
18. Freedom of information		
19. Private Lettings		
20. School Awards		
21. Equal Opportunities		
22. Friends of Garton School		
23. School Meals		
24. Illness in school/Absence		
25. Ongoing medical conditions.		
26. Child Protection & Code of conduct.		
27. Home to school transport		
28. Wrap around care.		
29. Home school agreement.		
Annual Report (if any)		Free
It is no longer statutory to publish a governor's annual report to		

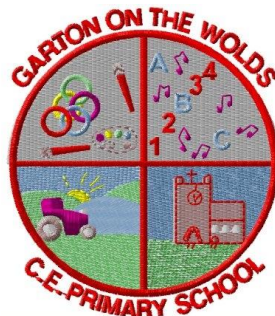


PUBLICATION SCHEME **January 2024**

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parents.		
Staffing structure	Staffing lists are published on the website. Garton on the Wolds C.E. (V.C.) Primary School - Staff (gartonprimary.co.uk)	N/A
School session times and term dates	This information is included on the school's website. Garton on the Wolds C.E. (V.C.) Primary School - School Day (gartonprimary.co.uk)	N/A



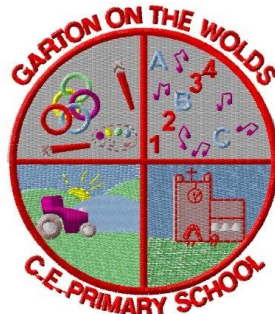
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January 2024

Freedom of Information

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	Garton on the Wolds C.E. (V.C.) Primary School - Term Dates 2023/2024 (gartonprimary.co.uk)	
Address of school and contact details, including email address. Email: garton@eastriding.gov.uk Telephone: 01377 253110 Contact Address: Garton on the Wolds Primary School, Station Road, Garton on the Wolds, East Riding of Yorkshire, YO25 3EX.		N/A

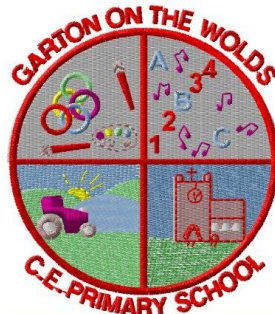


PUBLICATION SCHEME **January 2024**

Freedom of Information

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Section 2 – What we spend and how we spend it		
Annual budget plan and financial statements A document entitled the CFR summary outlines the budget plan and how money is allocated across all departments for three years.	All financial information is available from the school office in hard copy.	FREE
Capital funding This is included in the CFR Summary.	All financial information is available from the school office in hard copy.	FREE
Financial audit reports The School Fund Account The School's budget including is accounted for and monitored by both the School Business Manager, the Headteacher, the Governor's Finance Committee and the Local Authority. These are reflected in monthly returns called 'Masterpiece'. In addition the ends of the year	All financial information is available from the school office in hard copy.	FREE

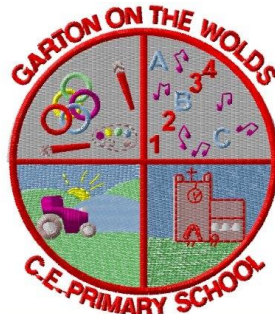


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accounts are produced by the Local Authority for the school.		
Procurement and contracts the school has entered into All contracts and Service Level Agreements are identifiable in the school's five year budget plan.	Hardcopies of the relevant pages can be requested	FREE
Pay policy	Hard copy available from the school office.	N/A
Staff allowances and expenses can be incurred or claimed. Travel, accommodation expenses can be claimed by staff.	Disclosure of this information is possible in hardcopy.	FREE
Staffing, pay and grading structure. The Head teacher and Assistant Head Teachers are paid on the National Teachers Leadership Scale. All Support Staff are paid on the Local Government Pay Scale.	https://www.gov.uk/government/publications/school-teachers-pay-and-conditions All pay scales can be provided in hardcopy.	FREE

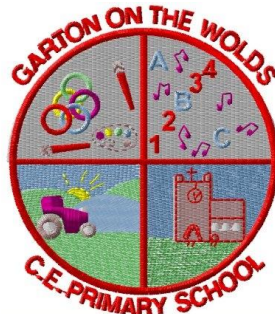


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Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors. It is exceptionally rare that any claim is made.	These can be requested from the school office.	FREE



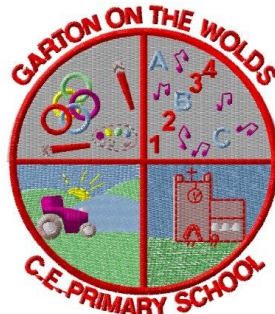
PUBLICATION SCHEME

January 2024

Freedom of Information

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Section 3 – What our priorities are and how we are doing The school Improvement plan is the core document for driving the strategy of improvement forward for the school.	(hard copy or website)	N/A FREE
And in all cases: • Performance data supplied to the English Government. • The latest Ofsted Report	A copy is available from the school office. The Ofsted Report is published on the school website: https://www.gartonprimary.co.uk/key_information/ofsted/ofsted.html	

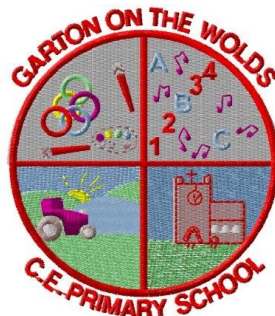


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Performance management policy and procedures adopted by the governing body.	All Performance Management Policies and procedures are available in hard copy from the school office.	FREE
Performance data or a direct link to it	The Performance data is published on the school website: Garton on the Wolds C.E. (V.C.) Primary School - KS2 Results 2023 (gartonprimary.co.uk)	N/A
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	There are no plans to change the status of the school.	N/A
Safeguarding and child protection These are our Safeguarding Policies: Keeping Children Safe in Education	All Safeguarding policies and procedures are either published on	

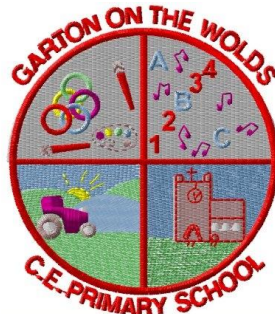


PUBLICATION SCHEME **January 2024**

Freedom of Information

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Child Protection and Safeguarding Policy Child Protection and Safeguarding – Staff Guidance Acceptable Use Policies Code of Conduct E Safety Policy Prevent Duty Guidance PREVENT Flowchart Safeguarding – Whistleblowing Staff Email Use Policy Supporting Pupils with Medical Needs Visitors to School Policy Working Together to Safeguard Children What to do if you're worried a child is being abused Young Person's Guide to Working Together to Safeguard Children These are our Health & Safety Policies: Accident Incident Investigation Guidance ERYC Accidents and Incidents Reporting ERYC	the school website: Garton on the Wolds C.E. (V.C.) Primary School - Safeguarding Policies (gartonprimary.co.uk) or are available as hard copies from the school office.	
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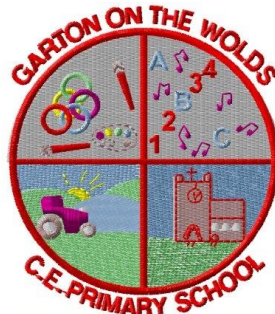


PUBLICATION SCHEME **January 2024**

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Asthma Information Anaphylaxis Information Asbestos Guidelines ERYC Asbestos Policy Corporate Health and Safety Policy COSHH Safety Guidance ERYC Data Protection Act Diabetes Information Display Screen Equipment Policy Educational Visits Policy Electricity at Work Guidance ERYC Epilepsy Information Fire Safety Guidance ERYC Food Policy Head Lice Advice Health and Safety Manual Health and Safety Policy Homeworking Safety Guidance Infection Control Safety Guidance	Some of our Health and Safety Policies and procedures are either published on the school website: Garton on the Wolds C.E. (V.C.) Primary School - Health and Safety gartonprimary.co.uk or are available as hard copies from the school office.	
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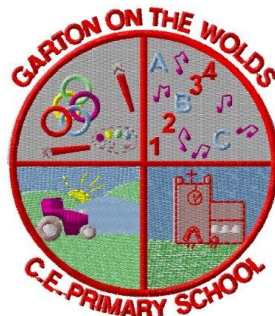


PUBLICATION SCHEME **January 2024**

Freedom of Information

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Moving and Handling of Objects Safety Guidance ERYC Moving and Handling of People Safety Guidance New and Expectant Mothers Safety Guidance Personal Emergency Evacuation Plans PPE Safety Guidance ERYC Use of Reasonable Force Use of Tools in D&T Wellbeing at Work Policy ERYC		
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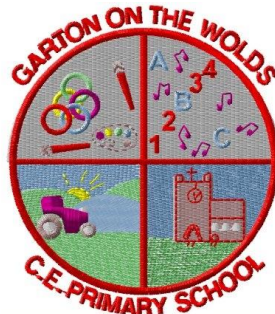


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Section 4 – How we make decisions		
Full Governing Body Meetings Governor Body Committee Meetings: Curriculum & Quality Assurance Health & Safety and Premises Finance & Personnel Senior Management Team Meetings Teaching Staff Meetings Cooks Meetings. Pupil Council.	Minutes are taken of decisions made and are available in hard copy from the school office.	FREE
Admissions policy The admission of pupils to Garton on the Wolds Primary School and the policy of admissions are set by the East Riding of Yorkshire Local Authority.	East Riding admission policies and procedures are available from East Riding of Yorkshire Council, County Hall, Beverley, East Riding	N/A

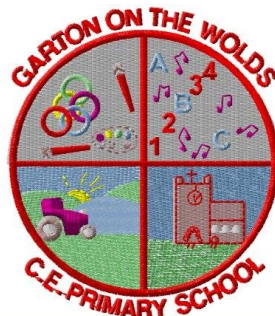


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	of Yorkshire, HU17 9BA. Telephone: 01482 393939.	
Agendas and minutes of meetings of the governing body and its committees, excluding information that is properly regarded as confidential to the meetings. Minutes are from the full governing body (each term) Minutes from the governing body's committees: • Curriculum & Quality Assurance • Premises & Health and Safety • Finance & Personnel	These are available in hard copy from the school office.	FREE
Section 5 - Our policies and procedures		
English E Safety Foundation Stage Marking and Feedback Policy	All our policies are available on the school website or available as hard copies. These are	N/A

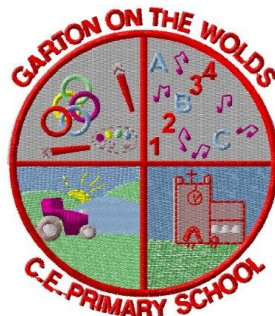


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Mathematics P.E. and Sports P.S.H.C.E. R.E. Science S.E.N.D. Sex and Relationships Education Policy Wrap Around Care Policies Admissions Policy Before & After School Club Policy Professional Policies Appraisal Best Value Policy Pay Policy	updated at least every three years. Garton on the Wolds C.E. (V.C.) Primary School - Policies (gartonprimary.co.uk)	
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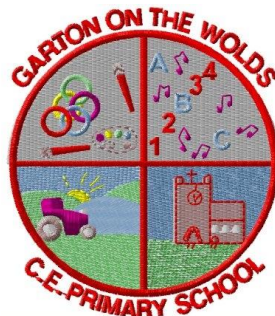


PUBLICATION SCHEME **January 2024**

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Safeguarding Policies Keeping Children Safe in Education Keeping Children Safe in Education (Part 1) Child Protection and Safeguarding Policy Acceptable Use Policies Code of Conduct E Safety Policy Behaviour Policy Overarching Safeguarding Policy Prevent Duty Guidance PREVENT Flowchart Safeguarding Children and Young People and Young Vulnerable Adults Policy Safeguarding – Whistleblowing Staff Email Use Policy Sex and Relationships Education Supporting Pupils with Medical Needs Visitors to School Policy		
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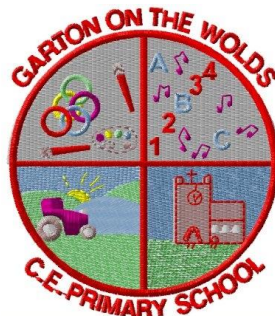


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Working Together to Safeguard Children Young Person's Guide to Working Together to Safeguard Children Health & Safety Policies Accident Incident Investigation Guidance ERYC Accidents and Incidents Reporting ERYC Asthma Information Anaphylaxis Information Asbestos Guidelines ERYC Asbestos Policy Confined Spaces Safety ERYC Corporate Health and Safety Policy COSHH Safety Guidance ERYC Data Protection Act Diabetes Information Display Screen Equipment Drugs and Alcohol Policy		
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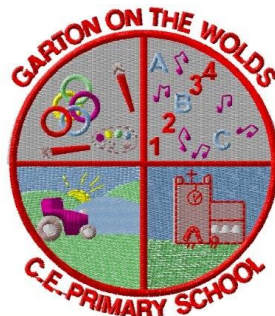


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Educational Visits Policy Electricity At Work Guidance ERYC Epilepsy Information Fire Safety Guidance ERYC Food Policy Guidance for School Safe Working Head Lice Advice Health and Safety Manual Health and Safety Policy Homeworking Safety Guidance Infection Control Safety Guidance Legionella Code Of Practice and Guidelines ERYC Moving and Handling of Objects Safety Guidance ERYC Moving and Handling of People Safety Guidance New and Expectant Mothers Safety Guidance Personal Emergency Evacuation Plans PPE Safety Guidance ERYC Safer Working Practices Use of Reasonable Force		
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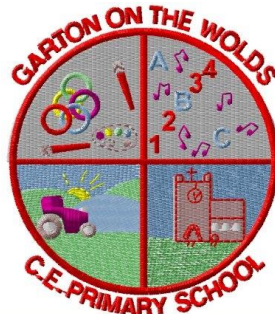
Freedom of Information

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Use of Tools in D & T Vibration at Work Wellbeing at Work Policy ERYC Work Equipment Lifting Safety Equality Policies Disability Equality Scheme English as an Additional Language Equal Opportunities Policy Equality Policy Inclusion Policy Race Equality Policy Complaints Policy Data Protection Policies Privacy Notice – Pupils and Parents		
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Guide to information available from Garton on the Wolds Primary School under the model publication scheme

Privacy Notice – Workforce Garton on the Wolds Primary School Data Protection Policy Data Protection Retention Schedule		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies The school follows the detailed lists provided by the East Riding of Yorkshire Local Authority for the scheduling of retention, destruction and archiving of policies. • Data protection (including information sharing policies)	Security procedures are available in hard copy. East Riding Procedures are available from East Riding of Yorkshire Council, County Hall, Beverley, East Riding of Yorkshire. HU17 9BA. Telephone: 01482 393939 The school's Data Protection Policy is	FREE

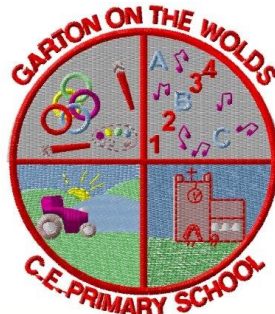


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Freedom of Information

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	within the data protection section of policies on the school's website: Garton on the Wolds C.E. (V.C.) Primary School - Data Protection (gartonprimary.co.uk)	
Charging regimes and policies. A statement of the school's policy with respect to charges and remissions of any optional extra or board and lodging, for which charges are permitted, for example school publications, music tuition, school visits.	The charges and Remissions policy is contained within in the policies section on the website: Garton on the Wolds C.E. (V.C.) Primary School - Charging Policy (gartonprimary.co.uk)	

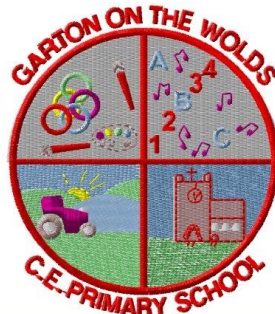


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Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars Curriculum support materials are published annually and distributed to parents and carers.	Curriculum Support materials are available at any time in hard copy from the school.	FREE
Disclosure logs The Designated Safeguarding Lead maintains all relevant logs which are overseen by the Safeguarding Governor.	A hard copy is available for inspection	N/A
Asset register The school has an inventory of assets	A hard copy is available for inspection	N/A
Any information the school is currently legally required to hold in publicly available registers The school holds a number of logs related to the building health and	Hardcopies are available for inspection	N/A



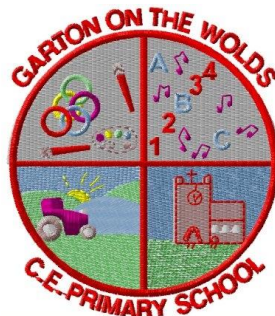
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January 2024

Freedom of Information

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safety systems operations, e.g. Fire and Alarm Systems, Asbestos, COSHH, Legionella, Water management and many more.		
Section 7 – The services we offer		
Extra-curricular activities A range of out of school activities are offered by the school and these are published in the fortnightly newsletter.	Refer to the school newsletter available on the school website: Garton on the Wolds C.E. (V.C.) Primary School - Spring Term 2024 (gartonprimary.co.uk) Also available in hard copy from the school office.	N/A



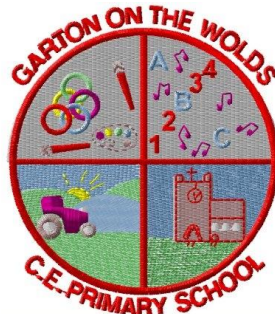
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January 2024

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Out of school clubs The school has a Breakfast Club prior to the start of the day and an After School Club both providing childcare out of the school day.	Information is available in hard copy from the school office and also on the school website: Garton on the Wolds C.E. (V.C.) Primary School - Wrap Around Care	N/A FREE
Services for which the school is entitled to recover a fee, together with those fees Fees are charged for extended school activities.	Please refer to the separate activities for cost details.	



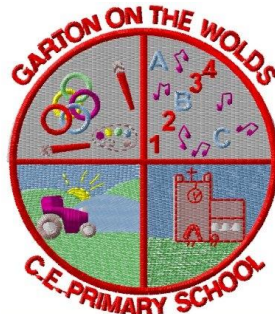
PUBLICATION SCHEME

January 2024

Freedom of Information

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School publications, leaflets, books and newsletters The following is published in hard copy and on the school website. Fortnightly Newsletter Menus Health and Wellbeing Advice.	Letters available on the school website: Garton on the Wolds C.E. (V.C.) Primary School - Letters (gartonprimary.co.uk) Available on the school website under the Parental information Tab on the school website: Garton on the Wolds C.E. (V.C.) Primary School - Wellbeing (gartonprimary.co.uk)	N/A
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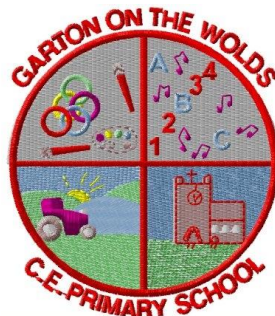


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Spending Pupil Premium	Available under the Key Information Tab on the school website: Garton on the Wolds C.E. (V.C.) Primary School - Pupil Premium (gartonprimary.co.uk)	
Spending the Sports Premium.		
Term Time Absence	Available under the Parental Information Tab on the school website: Garton on the Wolds C.E. (V.C.) Primary School - Attendance (gartonprimary.co.uk)	

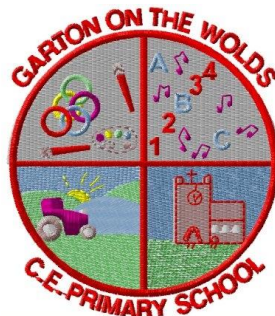


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Freedom of Information

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Details of the Wraparound Care	Available under the Parental Information Tab on the school website: Garton on the Wolds C.E. (V.C.) Primary School - Wrap Around Care (gartonprimary.co.uk)	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
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		

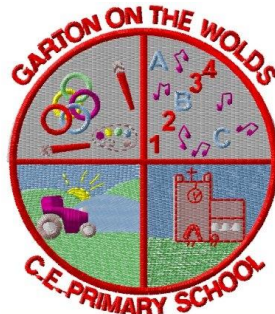


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