



## **NETHERTON PARK NURSERY SCHOOL Publication Scheme Effective from 1 September 2024**

The person responsible for maintenance of this scheme is: Alison Ward

### **Who we are and what we do**

We are a maintained Nursery School offering places for two, three and four year old children.

Our full title and address for sending requests for any documents is: Netherton Park Nursery School, Netherton Park, Netherton, Dudley, West Midlands, DY2 9QF

The 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 are pursuing these aims.

We would expect information in this class to be current information only.

#### **• Instrument of Government**

The Instrument of Government is the document which records the name and category of the School and the name and constitution of its Governing Body.

#### **• School Prospectus**

The statutory contents of the school prospectus, as follows:

- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
- a description of the policies relating to disabled pupils, including facilities to improve access.

Once the prospectus has been published and made available to parents, access to it should be available to anyone via the website.

The names and contact details of the governors should be available and the basis on which they have been appointed.

- **School session times and term dates**

Please see website.

- **Location and contact information**

Email: **info@neth-nur.dudley.sch.uk**

Tel: **01384 818255**

Textphone: **N/A**

Contact Address: **Netherton Park, Netherton, Dudley, West Midlands, DY2 9QF**

### **What we spend and how we spend it**

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

Financial information for the current and previous two financial years is available.

- **Annual budget plan and financial statements**

Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns

- **Capital funding**

Details of the capital funding allocated to the school together with information on related building projects and other capital projects.

- **Additional funding**

Income generation schemes and other sources of funding.

- **Procurement and contracts**

Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.

- **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

- **Staffing and grading structure**

- **Governors' allowances**

Details of allowances and expenses that can be claimed.

### **What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

- **Performance management information**

Performance management policy and procedures adopted by the Governing Body.

- **School development plan**

Any major proposals for the future of the school involving, for example, consultation or a change in school status.

- **Child Protection**

The contribution of the School to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

### **How we make decisions**

Decision-making processes and records of decisions.

- **Admissions policy / decisions**

The School's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.

- **Minutes of meetings of the Governing Body and its Sub-Committees**

Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

### **Our policies and procedures**

### **Maintained Nursery School Policies**

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

<b>Class</b>	<b>Description</b>
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.
Post Inspection action plan	A plan setting out the actions required following an Ofsted inspection.
Charging Policy	A statement of the maintained nursery school's policy with respect to charges.

Admissions Policy	Information on the maintained nursery school policy on admissions.
Maintained Nursery	Advice to pupils and parents which identifies and solves problems associated with trips e.g. risk assessment of place to be visited
School travel plans	(refer to LAS guidelines for planning trips).
Special Educational Needs Policy	Information about the Maintained Nursery School's policy on providing for pupils with special educational needs.
Accessibility Plans	Complaints procedure.(existing policy for Children with disabilities is detailed in the Governors' Annual Report).
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 policies.
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 Headteacher on the effectiveness of appraisal procedures.
Staff Discipline	Statement of procedure for regulating conduct and discipline of school staff and to the capability of teachers.
Staff Grievance	Statement of procedures by which staff may seek redress for grievance.

### **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

### **Equality and diversity**

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

## **Policies and procedures for the recruitment of staff**

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

## **Charging regimes and policies**

### **Further documents held by the Maintained Nursery School**

<b>Name of Document</b>	<b>Description</b>
Attendance Policy	Procedures and Guidance on children's attendance at Nursery.
Lone Working Policy	Guidance for staff when working in the community or visiting
Policy for Off Site visits	Rationale for taking children off-site. Accompanies Risk Assessments carried out for all visits.

## **Lists and registers**

We expect this to be information in currently maintained list and registers only.

## **Curriculum circulars and statutory instruments**

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum.

## **Disclosure logs**

## **Asset register**

Any information the school is currently legally required to hold in publicly available registers.

## **The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters.

## **Family Support**

**Services for which the school is entitled to recover a fee, together with those fees**

**Leaflets, booklets and newsletters**