

FREEDOM OF INFORMATION POLICY AND PUBLICATION 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 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 that 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 that 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.

The Governing Body is responsible for maintenance of this scheme.

2. Aims and Objectives

The school aims to:

- enable every child to fulfill their learning potential, with education that meets the needs of each child,
- help every child develop 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.

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'. Appendix 1 details the publication scheme.

4. How to request information – see Appendix 1

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 Appendix 1. 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.

Approved by the Governing Body :

Date:

Information to be published	How the information can be obtained	
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information on	(hard copy and/or website)	
Who's who in the school	Website/Hard copy	
Who's who on the governing body and the basis of their appointment	Website/Hard copy	
Instrument of Government	Hard copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy	
School prospectus	Hard copy	
Staffing structure	Hard copy	
School session times and term dates	Hard copy	

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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	
Capitalised funding	Hard copy	
Additional funding	Hard copy	
Procurement and projects	Hard copy	
Pay policy	Hard copy	
Staffing and grading structure	Hard copy	
Governors' allowances	N/A	

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	(hard copy or website)	
School profile • Government supplied performance data • The latest Ofsted report - Summary - Full report	Website / Hard copy	
Performance management policy and procedures adopted by the governing body.	Hard copy	
Schools future plans	Hard copy	
Every Child Matters – policies and procedures	Hard copy	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Website/Hard copy	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies	Website / Hard copy	
Pupil and curriculum policies, including: • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline	Website / Hard copy	
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	Hard copy	
Charging regimes and policies.		

This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Hard copy	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
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	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		