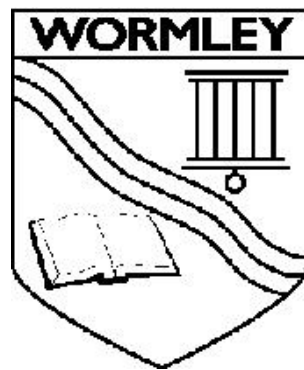


WORMLEY C of E PRIMARY SCHOOL (VC)

Have Faith, Show Respect, Take Responsibility and Achieve



Publication Scheme on Information available under the Freedom of Information Act 2000

Policy last reviewed – September 2015

Policy next review – Autumn 2018

Contents

1. Introduction: what a publication scheme is and why it has been developed	3
2. How to request information	4
3. Paying for information	4
4. Classes of information currently published	5
5. Feedback and Complaints	10
Appendix A - Freedom of Information Publication Scheme	11

The governing body is responsible for the 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.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme. It will be of most use to schools developing their own guide to information.

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 ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

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.

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.

We endeavour to make as much information as possible available online. The

classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**

2. 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, fax or letter. Contact details are set out below or you can visit our website at www.wormley.herts.sch.uk

Email: businessmanager@wormley.herts.sch.uk

Tel: 01992 303331

Fax: 01992 303332

Contact Address: Cozens Lane East, Broxbourne, EN10 6QA

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.

3. 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.

4. Classes of information currently published

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
<ul style="list-style-type: none"> • Instrument of Government <p>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.</p> <ul style="list-style-type: none"> • School prospectus <p>The statutory contents of the school prospectus, as follows:</p> <ul style="list-style-type: none"> – 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 and the accessibility plan. <p>Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p> <ul style="list-style-type: none"> • Governing Body <p>The names, and contact details of the governors should be available and the basis on which they have been appointed.</p> <ul style="list-style-type: none"> • School session times and term dates <p>Details of school session times and dates of school terms and holidays.</p> <ul style="list-style-type: none"> • Location and contact information <p>The address, telephone number and website for the school together with the names of key personnel.</p>		

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>Class 2 - What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.</p> <p>Current and previous two financial years as a minimum.</p>	(hard copy and/or website)	
<ul style="list-style-type: none"> • 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 or incurred. 		
<p>Class 3 - What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews.</p> <p>Current information as a minimum</p>	(hard copy and/or website)	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included.</p> <ul style="list-style-type: none"> • School profile <ul style="list-style-type: none"> – Government-supplied performance data – Summary of latest Ofsted report* (* the full Ofsted report should also be available.) • Performance management information Performance management policy and procedures adopted by the governing body. • Schools future plans Any major proposals for the future of the school involving, for example, consultation or a change in school status. • Every Child Matters / 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. 		
<p>Class 4 - How we make decisions</p> <p>Decision-making processes and records of decisions.</p> <p>Current and previous three years as a minimum.</p>	(hard copy and/or website)	
<ul style="list-style-type: none"> • 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 		

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>applications were successful) should be if this information is held by the school.</p> <ul style="list-style-type: none"> • Minutes of meetings of the Governing body and its sub-committees <p>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</p>		
<p>Class 5 - Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities.</p> <p>Current information only.</p>	(hard copy and/or website)	
<ul style="list-style-type: none"> • School policies <p>This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</p> <ul style="list-style-type: none"> • Pupil and Curriculum policies <p>This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship and pupil discipline.</p> <ul style="list-style-type: none"> • Records management and personal data policies <p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>		

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<ul style="list-style-type: none"> • 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 Details of any statutory charging regimes should be provided. 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. 		
<p>Class 6 - Lists and registers Currently maintained list and registers only.</p>	(hard copy and/or website)	
<ul style="list-style-type: none"> • Curriculum circulars and statutory instruments Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum. • Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice. • Asset register We would expect some information from capital asset registers to be available, if such registers are held. • Any information the school is currently 		

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
legally required to hold in publicly available registers.		
The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only.		
Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: <ul style="list-style-type: none"> • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees • Leaflets, booklets and newsletters. 		

[** Information available on our website]

[Our website is at www.wormley.herts.sch.uk]

5. 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 T Gaiteri, 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 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:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.ico.gov.uk

Signed and agreed by:

Governor Representative: _____ date _____

SLT Representative: _____ date _____

Policy last reviewed - September 2015

Policy next review - Autumn 2018

Wormley C of E Primary School (VC)

Appendix A - Freedom of Information Publication Scheme

Further documents held by the school

Name of Document	Description