

# **WORMLEY C of E PRIMARY SCHOOL (VC)**

**Have Faith, Show Respect, Take Responsibility and Achieve**



## **Publication Scheme of Information available under the Freedom of Information Act 2000**

**Policy last reviewed – September 2018  
Policy next review – Autumn 2021**

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## **1. Introduction: What is a Publication Scheme?**

The Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) requires that public authorities, including all maintained schools, keep a register of the types of documents and information that are made available to the public. The register is referred to as a Publication Scheme.

This document serves as the register of for Wormley Primary School. The school aims to be clear and proactive about the information that it makes public. Accordingly this document sets 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 Information Commissioner's Office (hereinafter "ICO") expect schools to make the information in this document available unless:

- the school does 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- the information is archived, out of date or otherwise inaccessible; or,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 or can be provided in paper form (this may attract a fee).**

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.

If a charge does apply the person making the request will be advised of the amount before any the request is dealt with.

## **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, or letter. Contact details are set out below or you can visit our website at [www.wormleyprimary.co.uk](http://www.wormleyprimary.co.uk)

Email: [admin@wormleyprimary.co.uk](mailto:admin@wormleyprimary.co.uk)

Tel: 01992 303331

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 do not 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 the table below. 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 that may apply this will be indicated by a £ sign in the description box.

#### 4. Classes of information currently published

<b><u>Class 1 - Who we are and what we do</u></b> Organisational information, structures, locations and contacts <i>Current information only</i>		
Information to be published	How to obtain	Cost (if not on website)
<b>Instrument of Government</b> 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.	Website	£
<b>School Prospectus and Curriculum</b> 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.	Website	£
<b>Governing Body</b> The names of the governors, and the basis on which they have been appointed, along with details of how to contact them via the school.	Website and/or hard copy	£
<b>School session times and term dates</b> Details of school session times and dates of school terms and holidays.	Website	
<b>Location and contact information</b> The address, telephone number, email addresses and website for the school together with the names of key personnel.	Website	£

<b><u>Class 2- What we spend and how we spend it</u></b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. <i>Current and previous two financial years</i>		
Information to be published	How to obtain	Cost (if not on website)

<p><b>Annual budget plan and financial statements</b>  Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.</p> <p>Details of items of expenditure over £5000, including costs, supplier and transaction information. This information will be published at least annually.</p>	Website and/or hard copy	£
<p><b>Capital Funding</b>  Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p>	Hard Copy	£
<p><b>Additional Funding</b>  Income generation schemes and other sources of funding.</p>	Hard Copy	£
<p><b>Procurement and contracts</b>  Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p>	Hard Copy	£
<p><b>Pay policy</b>  The statement of the school's policy and procedures regarding teachers' pay.</p>	Hard Copy	£
<p><b>Staff pay and grading structure</b>  The names and positions of all staff of the school, and as a minimum, the salaries for members of the Senior Leadership Team (stated in bands of £10,000). For more junior posts, levels of pay will be identified by salary range</p>	Hard Copy	£
<p><b>Governors' Allowances</b>  Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.</p>	Hard Copy	£

<p><b><u>Class 3 - What our priorities are and how we are doing</u></b>  Strategies and plans, performance indicators, audits, inspections and reviews.  <i>Current information</i></p>		
Information to be published	How to obtain	Cost (if not on website)

<p><b>School profile</b> Government-supplied performance data and summary of latest Ofsted report (a copy of the report is available on the website)</p>	Website and/or hard copy	£
<p><b>Performance management information</b> Performance management policy and procedures adopted by the governing body.</p>	Website and/or hard copy	£
<p><b>School's future plans</b> Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p>	Hard Copy	£
<p><b>Child protection and safeguarding</b> The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.</p>	Website and/or hard Copy	£

<p><b><u>Class 4 - How we make decisions</u></b> Decision-making processes and records of decisions. <i>Current information and the previous 3 years</i></p>		
Information to be published	How to obtain	Cost (if not on website)
<p><b>Admissions policy/decisions</b> The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions will not be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) may be provided.</p>	Website and/or hard copy	£
<p><b>Minutes of meetings of the Governing body and its sub-committees</b> Minutes, agendas and papers considered at such meetings (with the exception of information that is properly considered to be private to the meeting)</p>	Website and/or hard copy	£

<p><b><u>Class 5 - Our policies and procedures</u></b> Current written protocols, policies and procedures for delivering our services and</p>
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responsibilities. <i>Current information only</i>		
Information to be published	How to obtain	Cost (if not on website)
<b>School Policies</b> 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.	Website and/or hard copy	£
<b>Pupil and curriculum policies</b> This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship and pupil discipline.	Website and/or hard copy	£
<b>Records management and personal data policies</b> This will include information security policies, records retention, destruction and archive policies, and data protection policies.	Website and/or hard copy	£
<b>Equality and Diversity</b> This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.	Website and/or hard copy	£
<b>Policies and procedures for the recruitment of staff</b> If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.	Website	
<b>Charging regimes and policies</b> 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.	Hard Copy	£

**Class 6 - Lists and Registers**

Current maintained lists and registers only

Information to be published	How to obtain	Cost (if not on website)
<b>Curriculum circulars and statutory instruments</b> Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	Hard Copy	£
<b>Disclosure Logs</b> i.e a disclosure log indicating the information provided in response to requests under the Freedom of Information Act. Disclosure logs are recommended as good practice	Hard Copy	£
<b>Asset Register</b> We would expect some information from capital asset registers to be available, if such registers are held.	Hard Copy	£
<b>Any information the school is currently legally required to hold in publicly available registers.</b> Generally this is an extension of part of the first class of information and may also relate to information covered in other classes.	Website and/or hard copy	£
<b>The services we offer</b> Information about services that the school provides. Examples of services that could be included here are: <ul style="list-style-type: none"> <li>• Extra-curricular activities</li> <li>• Out of school clubs</li> <li>• School publications</li> <li>• Services for which the school is entitled to recover a fee, together with those fees</li> <li>• Leaflets, booklets and newsletters.</li> </ul>	Website and/or hard copy	£

## **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: 0303 123 1113**

**Website :**     [www.ico.gov.uk](http://www.ico.gov.uk)

**Signed and agreed by:**

**Governor Representative:** \_\_\_\_\_ **date** \_\_\_\_\_

**SLT Representative:** \_\_\_\_\_ **date** \_\_\_\_\_

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