
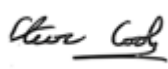




Freedom of Information Publication Scheme

Approved by		
Name:	Clem Coady	Steve Cook
Position:	Head Teacher	Chair of Governors
Signed:		
Date:	14 June 2024	
Proposed review date:	13 June 2027 (3 yearly review)	

'Living and learning together to care for each other and our world.'

REVIEW SHEET

Version Number	Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Updated to comply with ICO current version	April 2019
4	Updated to reflect ICO Freedom of Information Act 2000: Guide to Information provided by schools under the model publication scheme, Version 4.0 Oct 2021.	March 2022
5	Personalised to meet the needs of a Maintained School, and added Stoneraise hyperlinks.	14/06/2024



Freedom of Information

Guide to information available under the model publication scheme

We have referred to the Information Commissioner's Office (ICO) '[Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme](#)' (v4.0) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
Class 1 - Who we are and what we do Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).		
Head teacher's contact details.	Held on MIS/ website	
Who's who in the school.	Website Staff	
Who's who on the governing body of governors and selection criteria for appointment.	Website Governance	
Governing body's contact details.	Website Governance	
Instrument of Government.	Website Governance	
School prospectus (if any).	Website New Parents	
School session times and term dates	Website Timetable/Website Term Dates	

Current information to be published	How you can obtain information	Cost
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.</p>		
Annual budget and financial statements.	<u>Website Finance/Financial Benchmarking</u>	
Capital funding.	<u>Website Finance/Financial Benchmarking</u>	
Financial audit reports.	<u>Email the office</u>	
Details of expenditure items over £2,000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	<u>Email the office</u>	
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	<u>Email the office</u>	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	<u>Email the office</u>	
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<u>Email the clerk</u>	
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	<u>Email the office</u>	
Details of any premiums we receive such as Pupil premium.	<u>Website Pupil Premium</u>	

Current information to be published	How you can obtain information	Cost
<p>Class 3 – What our priorities are and how we are doing</p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>		
Annual Report.	Email the office	
<p>Latest report from the regulator Ofsted.</p> <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	Website	
Exam and assessment results.	Website	
Performance tables	Website	
Our future plans e.g., proposals for and any consultation on the future of our school, such as a change in status.	Email the office	
Our school profile and performance data supplied to the Government (GIAS)	Email the office	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Email the office	
<p>Class 4 – How we make decisions</p> <p>Our decision-making processes and records of decisions. Current and previous three years as a minimum.</p>		
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	Website Policies and Procedures	

Current information to be published	How you can obtain information	Cost
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	Website Governance	
<p>Class 5 – Our policies and procedures</p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.</p>		
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Website Policies and Procedures	
Safeguarding and child protection, including protecting children's personal data.	Website Policies and Procedures	
Equality and Diversity.	Website Policies and Procedures	
Policies and procedures relating to recruitment and human resources.	Website Policies and Procedures	
Special educational needs and disability.	Website Policies and Procedures	
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Website Policies and Procedures	
Pay Policy	Website Policies and Procedures	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	Website Policies and Procedures	

Current information to be published	How you can obtain information	Cost
<p>Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated.</p> <p>If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).</p>	<p><u>Website Policies and Procedures</u></p>	
<p>Class 6 – Lists and Registers</p> <p>Lists and registers we currently maintain (does not include the attendance register)</p>		
<p>Curriculum circulars and statutory instruments</p>	<p><u>Email the office</u></p>	
<p>CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.</p>	<p><u>Email the office</u></p>	
<p>Disclosure logs i.e., information provided in response to FOIA requests</p>	<p><u>Email the office</u></p>	
<p>Asset register and Information Asset register</p>	<p><u>Email the office</u></p>	
<p>Any information we are currently legally required to hold in publicly available registers</p>	<p><u>Email the office</u></p>	
<p>Class 7 – The services we offer</p> <p>Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p>		
<p>Extra-curricular activities</p>	<p><u>Email the office</u>/Emails sent out half-termly</p>	
<p>Out of school clubs</p>	<p><u>Website Wraparound</u>/Emails sent out half-termly</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Not held</p>	

Current information to be published	How you can obtain information	Cost
School publications, leaflets, books, and newsletters	<u>Email the office</u>	
Additional Information		
Any information that is not itemised in the lists above		