

**Sibsey Free Primary School
Publication Scheme
Information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme. The Headteacher will take responsibility for this scheme on a day to day basis.

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 which is to be published in the future. All information in our publication scheme is available on the School's website and/or 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.

All teaching staff have access to this policy and hold copies of it. A copy is available for the support staff and is held in the school office. A copy is also available on the School Web Page.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil 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'. These are contained in the Appendix to this Policy.

The classes of information that we undertake to make available are organised into seven 'Classes':

- Class 1 – Who we are and what we do – organisational information, structures, locations and contacts.
- Class 2 - What we spend and how we spend it – financial information.

- Class 3 – What our priorities are and how we are doing – strategies and plans etc.
- Class 4 – How we make decisions – decision making processes and records of decisions.
- Class 5 – Our Policies and procedures – current policies and procedures for delivering our services and responsibilities.
- Class 6 – Lists and Registers.
- Class 7 – The services we offer.

The Headteacher will delegate responsibility for ensuring that a well managed records management and information system exists in order to comply with requests within 20 days excluding school holidays to the school administrator.

The school administrator will keep a record of refusals and reasons for refusals as well as appeals.

The governing body will review its access policy on an annual basis.

The school administrator will publish a disclosure log on the school's web site, setting out responses to requests that have been made. These will be used to refer to in responding to future requests for the same information.

4. 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

Email: phillip.coote@sibsey.lincs.sch.uk

Tel: (01205) 750335

Fax: (01205) 751463

Contact Address: **Sibsey Free Primary School, Main Road, Sibsey, Boston, Lincs. PE22 0RR**

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

5. Paying for information

Any 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. 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.

6. 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 Mr Phillip Coote (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.informationcommissioner.gov.uk

Review

This Policy will be reviewed on an annual basis.

March 2009

Guide to information available from Sibsey Free School under the model publication scheme

The information can be obtained by request as detailed in the Policy. Paper copies are available and/or copies are available on the website. The cost of providing copies is as detailed in the Policy.

Information to be published
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only
Who's who in the school
Who's who on the governing body and the basis of their appointment
Instrument of Government
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))
School prospectus
Staffing structure
School session times and term dates
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
Annual budget plan and financial statements
Capitalised funding
Additional funding
Procurement and projects
Pay policy
Staffing and grading structure
Governors' allowances
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
School profile

<ul style="list-style-type: none"> • Government supplied performance data • The latest OFSTED report
Performance management policy and procedures adopted by the governing body.
Schools future plans
Every Child Matters – policies and procedures
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>
Admissions policy/decisions (not individual admission decisions)
Agendas of meetings of the governing body and (if held) its sub-committees
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and Risk Assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Freedom of Information policy • Equal Opportunities policy
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum Handbook • Sex education • Special educational needs • Accessibility and Disability Plans and Schemes • Race equality • Child Protection • Pupil discipline <p>There are many other School Policies and a full list is available upon request.</p>
<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 policies)

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.

Class 6 – Lists and Registers

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

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 books and newsletters

Additional Information

This will provide schools with the opportunity to publish information that is not itemised in the lists above

Contact details: See Policy