



# **CLAYTON VILLAGE PRIMARY SCHOOL** **FREEDOM OF INFORMATION POLICY** **AND PUBLICATION SCHEME** **NOVEMBER 2015**

## **Introduction: What a publication scheme is and why it has been developed**

This publication scheme commits Clayton Village Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Clayton Village Primary School.

The scheme commits Clayton Village Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Clayton Village Primary School and falls within the classifications below.
- To specify the information which is held by Clayton Village Primary School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information Clayton Village Primary School makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## **Classes of information**

### **Who we are and what we do**

*(Organisational information, locations and contacts, constitutional and legal governance.)*

*(Current information only)*

Guide to information available	How the information can be obtained
Who's who in school	Website / prospectus
Governing Body – (names and the basis on which they have been appointed)	Website
Instrument of Government	Hard copy – available on request
School Prospectus	Website / hard copy
School session times and start dates	Website / prospectus
Location and contact information	Website

### What we spend and how we spend it

*(Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.)*

Guide to information available	How the information can be obtained
Annual budget plan and financial statements	Hard copy
Staffing & grading structures	Hard copy
Procurement & projects	Hard copy
Pay policy	Hard copy

### What our priorities are and how we are doing

*(Strategy and performance information, plans, assessments, inspections and reviews.)*

Guide to information available	How the information can be obtained
School profile – <ul style="list-style-type: none"><li>• Government supplied performance data</li><li>• The latest Ofsted report<ul style="list-style-type: none"><li>○ Summary</li><li>○ Full report</li></ul></li></ul>	Hard copy / website
Performance management policy and procedures adopted by the governing body	Hard copy
Schools Improvement Priorities	Hard copy
Child protection	Hard copy - policies and procedures

### How we make decisions

*(Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.)*

Guide to information available	How the information can be obtained
Admissions	Website
Minutes of meetings (as above) – note, this will exclude information that is properly regarded as private to the meetings	Hard copy

### Our policies and procedures

*(Current written protocols for delivering our functions and responsibilities.)*

Guide to information available	How the information can be obtained
School policies, including – <ul style="list-style-type: none"><li>• Charging policy</li><li>• Health &amp; Safety</li><li>• Complaints procedure</li><li>• Code of conduct</li></ul>	Hard copy / website Hard copy / website Hard copy / website Hard copy

<ul style="list-style-type: none"> <li>• Staff Discipline &amp; Grievance Policy</li> <li>• Inclusion Policy</li> </ul>	Hard copy Hard copy / website
Pupil and curriculum policies, including- <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Relations/sex education</li> <li>• Child protection</li> <li>• Administration of medicines</li> <li>• Behaviour</li> </ul>	Hard copy / website Hard copy / website Hard copy / website Hard copy / website Hard copy / website

### **Lists and registers**

*(Information held in registers required by law and other lists and registers relating to the functions of the authority.)*

Guide to information available	How the information can be obtained
Curriculum circulars and statutory instruments	Hard copy
Disclosure log	Hard copy
Asset register	Hard copy

### **The services we offer**

*(Advice and guidance, booklets and leaflets, transactions and media releases.)*

Guide to information available	How the information can be obtained
Extra-curricular activities	Website / hard copy
Out of school clubs	Website / hard copy
School publications	Website / hard copy

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

Clayton Village Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of Clayton Village Primary School, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **Contact details**

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below. **[or you can visit our website at [www.claytonvillageprimary.org.uk](http://www.claytonvillageprimary.org.uk)**

Email: **office@cvprimary.co.uk**

Tel: **01274 414115**

Fax: **01274 414116**

Contact Address: **John Street, Clayton, Bradford, BD14 6AD**

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.