

Barnabas Oley School

Publication Scheme

Version: 2.1

Reviewed: June 2016

Approved: A. Pett (FGP chair)

Date: June 2016

Revision History

Version	Author	Summary	Review Date	Next Review
1.0	C Morton	Model Policy	Oct 2008	Oct 2011
2.0	K Whinney	Revised model policy	Apr 2013	Apr 2016
2.1	K Whinney	Reviewed, addition/deletion of policy list plus minor amendments	June 2016	June 2019

Contents

1	Introduction	1
2	Our commitment.....	1
3	Classes of information required to be published.....	1
4	Classes of Information currently published	2
5	How to request information.	2
6	Charges which may be made for information published under this scheme	3
7	Feedback and Complaints	3

Appendices

A.	Guide to the information available from Barnabas Oley CofE Primary School under the publication scheme	5
B.	Freedom of Information Request Form	9

Blank Page

1 Introduction

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 have produced 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 our website. 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.

2 Our commitment

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the 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 the 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.

3 Classes of information required to be published

Under the model publication scheme six classes of information are covered, detailed below. This publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future.

3.1 Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

3.2 What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts is available on request

3.3 What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

3.4 How we make decisions.

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

3.5 Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

3.6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the school.

4 Classes of Information currently published

This publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. In Appendix A the school have created a guide as to the information available from the school and how it is linked to the model publication scheme covering the six classes noted above.

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.

5 How to request information.

An example of a request form is included as Appendix B. The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained, further details are included in Appendix A.

Where it is within the capability of the school, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, or requests a paper version of any documents within the scheme; the requestor should contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at www.barnabasoley.cambs.sch.uk.

Head Teacher - Mrs Rebecca Smith
Barnabas Oley C of E Primary School
Little Lane
Middle Street
Great Gransden
Sandy, Beds. SG19 3AE

Phone: 01767 677294 Fax: 01767 677894

Email: office@barnabasoley.cambs.sch.uk

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. All requests for information will be logged in our Publication Scheme Request Register.

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 English. Where we are legally required to translate any information, we 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.

6 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.

Information published on our website is free, although you may incur costs from your internet service provider.

Single copies of information covered by this publication scheme are generally provided free. However 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 we will advise you of the cost prior to fulfilling your request. Payment will be requested prior to provision of the information.

7 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 the Headteacher at the above address.

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

Appendices

A. Guide to the information available from Barnabas Oley CofE Primary School under the publication scheme

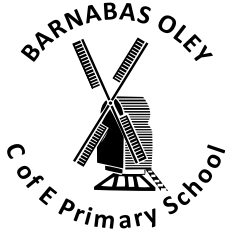
Information to be published	How the information can be obtained
<p>Class 1: Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.</p> <p>Our Vision, Values and Ethos. School motto and Golden Rules. Details of all staff. Details of the membership of the governing body including their basis of appointment, committee membership, special responsibility positions and subject responsibility positions Contact details for the headteacher – via Contact Us. Contact details for all members of the governing body. Instrument of Government, Code of Practice, Standing Orders, Delegation Schedule. School prospectus. School handbook. Annual Report to Parents School session times and term dates. Staffing Structure</p>	<p>Website, hard copy Website, hard copy Website, hard copy</p> <p>Website, hard copy Hard copy only Website, hard copy</p> <p>Website, hard copy Website, hard copy Website, hard copy Website, hard copy Website, hard copy</p>
<p>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.</p> <p>Current and previous financial year as a minimum.</p> <p>Annual budget and financial statements Capital Plan – 3 year Additional funding information – Pupil Premium, Olympic Legacy Fund. Procurement and Contracts – Internal Financial Procedures Pay Policy Lettings policy, Charging and Remissions Policy, Best Value Statement. Annual benchmarking.</p>	<p>Hard copy Hard copy Hard copy</p> <p>Hard copy Hard copy Website, hard copy</p> <p>Hard copy</p>
<p>Class 3: What our priorities are and how are we doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum.</p> <p>Ofsted latest report. Ofsted School Data Dashboard SIAMS latest report. Annual Report to Parents – includes annual data review of performance</p>	<p>Website, hard copy Website, hard copy Website, hard copy Website, hard copy</p>

Educational Visits Policy	Website, hard copy
Extra Curricular Clubs Policy	Website, hard copy
Academically More Able and Talented Policy	Website, hard copy
Governor Visits Policy	Website, hard copy
Home School Agreement	Website, hard copy
Homework Policy	Website, hard copy
Marking policy	Website, hard copy
Mid-day Supervision Policy	Website, hard copy
Monitoring and Evaluation Policy	Website, hard copy
Nutritional Standards Policy	Website, hard copy
Parent Partnership Policy	Website, hard copy
PHSE and Citizenship Policy	Website, hard copy
Physical Activity Policy	Website, hard copy
Physical Education Policy	Website, hard copy
Public Sector Equality Duty Policy	Website, hard copy
Pupils Records Management Policy	Website, hard copy
Religious Education Policy	Website, hard copy
Reports to Parents Policy	Website, hard copy
Special Educational Needs Policy	Website, hard copy
Spiritual Development Policy	Website, hard copy
Other General School policies including:	
Access Plan	Website, hard copy
Admissions Policy	Website, hard copy
Best Value Statement	Website, hard copy
Bus Duty Policy	Website, hard copy
Charging and Remissions Policy	Website, hard copy
Critical Incident Policy	Website, hard copy
Data Protection Policy	Website, hard copy
Document Retention Schedule	Website, hard copy
First Aid Policy	Website, hard copy
Fire Safety Policy	Website, hard copy
Health and Safety Policy	Website, hard copy
Lettings Policy	Website, hard copy
No Smoking Policy	Website, hard copy
Publication Scheme	Website, hard copy
Road Safety Policy	Website, hard copy
School Travel Plan	Website, hard copy
Statement of Internal Control	Hard copy
Personnel policies including:	
Appraisal Policy including Classroom Observation Protocol	Hard copy
Appraisal and Development Policy for Support Staff	Hard copy
Bullying and Harassment Policy	Hard copy
Covering For Teacher Absence policy	Hard copy
Employment Policy	Hard copy
Equality and Diversity Policy For School Staff	Hard copy
Family Friendly Issues Policy	Hard copy
Flexible Working Policy	Hard copy
Grievance Procedure	Hard copy
Managing Allegations Against Teachers and Other Staff Policy	Hard copy

<p>Management of Discipline and Dismissal Policy Management of Sickness Absence Policy and Procedure New Governor Induction Policy Persistent Complaints and Harassment Policy Personal Information Policy Recruitment Selection Policy and Procedure Redundancy Policy and Procedure Safer Care of Conduct Safer Employment Policy Special Leave of Absence Policy Staff Induction Policy Stress Management Policy Students In School Policy Support Staff Probation Procedures Teacher Appraisal policy Trade Union Policy Whistle Blowing Policy Whole School Pay Policy</p>	<p>Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy</p>
<p>Class 6: Lists and Registers Currently maintained lists and registers only.</p> <p>Curriculum circulars and statutory instruments. Disclosure logs. Data Protections and Freedom of Information logs. Asset Register. Any other information that the school is legally required to hold in publicly available registers. PLEASE NOTE THAT THIS DOES NOT INCLUDE ATTENDANCE REGISTER</p>	<p>Hard copy Hard copy Hard copy Hard copy Hard copy</p>
<p>Class 7: The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for public and businesses.)</p> <p>Current information only</p> <p>Extra Curricular activities Out of School club School publications Services for which the school is entitled to recover a fee together with those fees. Leaflet, books and newsletters.</p>	<p>Website, hard copy Website, hard copy Website, hard copy Hard copy Website, hard copy</p>

B. Freedom of Information Request Form

While the following form does not have to be used, it will help to ensure sufficient information is supplied to comply with the request.



FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME REQUEST

Please provide the following details about yourself:

Full name

Address

.....

Tel No Fax No

E-mail:

.....

FEE – A fee may be payable for the provision of the information. The School Office will notify you if a fee is payable prior to fulfilling the request for information.

.....

2. Please describe the information you seek together with any other relevant information to help us identify the information you require. Use a separate sheet of paper if necessary

.....

.....

.....

.....

.....

ALL APPLICANTS MUST COMPLETE THIS SECTION [Please note that any attempt to mislead may result in prosecution].

I confirm that the information given on this application form is true, and I understand that the School may need more information to confirm my identity and /or that of the information being requested.

Signature:.....

Date:.....

Please return the completed form to the School Office.