

One of the aims of the Freedom of Information Act is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public and will routinely be made available without the need for a specific FOI request.

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 documents referred to in our publication scheme are available 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.

## 1. 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.

This publication scheme is a means of showing how we are pursuing these aims.

## 2. 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'. The 'classes' of information that we undertake to make available are organised into the following areas:

### **Category 1-Who we are and what we do Longden CE Primary School and Nursery**

- Instrument of governors
- Contact details for the Headteacher
- Staffing structures
- Governing body names, the basis of appointment and how to contact via the school
- School session times and term dates
- Location and contact information
- The address, telephone number and website for the school together with the names of key personnel.

### **Category 2- What we spend and how we spend it?**

- Financial information for the current and two previous financial years
- Annual budget plan and financial statements

- Capital Funding
- Financial Audit Reports
- Details of expenditure items over £5,000
- Procurement and contracts
- Pay Policy and procedures for teachers pay
- Staff allowances and expenses that can be claimed with totals paid
- Staff pay and grading structures
- Governors allowances
- Pupil Premium- how funding is used to close the gap in attainment for disadvantaged pupils
- Sports Premium
- National Tutoring and Recovery Funding

**Category 3-What our priorities are and how we are doing?**

- Performance data supplied to the government
- Latest Ofsted report and post inspection action plan
- Performance management policy and procedures
- School performance data
- Safeguarding and child protection

**Category 4 -How we make decisions**

- Information available for the current and previous 3 years
- Admissions Policy-linked to local authority setting out procedures together with information about the right to appeal
- Minutes of meetings of the governing body and its committees with the exception of information that is considered to be private to the meeting of Longden CE Primary School.

**Category 5- Our Policies and procedures**

- Records management and personal data policies
- Charging regimes and policies
- Data Protection and Freedom of Information
- Statutory policies Category 6-Lists and registers
- Curriculum circulars and statutory instruments
- Disclosure log
- Asset register
- Any information the school is legally required to hold in publically available registers

**Category 7-The services we offer**

- Extra -curricular activities
- After school clubs
- School publications
- Leaflets, booklets and newsletters
- Services for which the school is entitled to recover a fee
- Nursery Provision

3. 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.

#### Paying for information

<b>Types of charge</b>	<b>Description</b>	<b>Basis of charge</b>	<b>Charge</b>
Disbursement costs	Photocopying/printing Pence per sheet (black & white)	Actual cost *	5 pence per page
	Photocopying/printing Pence per sheet (colour)	Actual cost *	Not available
	Postage	Actual cost of a Royal Mail 2 <sup>nd</sup> class	68 pence
Statutory fee	In accordance with the relevant legislation		N/A
*The actual cost incurred by the public authority			

#### 4. 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, contact the Headteacher. If you are not satisfied with the assistance that you get or if the school has 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 (ICO). This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

The ICO contact details are:

Helpline: 0303 123 1113

Website: <https://ico.org.uk/global/contact-us/>