

St. George's C of E Primary School Semington



**Publication Scheme
on information available under the Freedom of
Information Act 2000**

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 ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

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.

Contact details are set out below:

Email: admin@st-georges-semington.wilts.sch.uk

<p>parents, access to it should be available to anyone.</p> <ul style="list-style-type: none"> • Annual Report Only maintained nursery schools are required to produce a Governor's Annual Report to Parents. • Governing Body The names, and contact details of the governors should be available and the basis on which they have been appointed. • School session times and term dates Details of school session times and dates of school terms and holidays. • Location and contact information The address, telephone number and website for the school together with the names of key personnel. 	<ul style="list-style-type: none"> • Website • Website • Newsletters and dates for the year letter available on website or hard copy • Website • Website 	<p>10p per sheet required</p>
<p>Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.</p>	<ul style="list-style-type: none"> • Hard copy • Pupil Premium and Sports Premium grant statements available on website 	<p>10p per sheet required</p>
<p>Annual budget plan and financial statements Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</p>	<ul style="list-style-type: none"> • Hard copy 	<p>10p per sheet required</p>
<p>Capital funding</p>	<ul style="list-style-type: none"> • Hard copy 	<p>10p per sheet required</p>

<p>Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p> <ul style="list-style-type: none"> • Additional Funding Income generation schemes and other sources of funding. • Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. • Pay policy The statement of the school's policy and procedures regarding teachers' pay. • Staffing and grading structure • Governors' allowances Details of allowances and expenses that can be claimed or incurred. 	<ul style="list-style-type: none"> • Hard copy • Hard copy • Hard copy • Hard copy • Hard copy 	<p>10p per sheet required</p> <p>10p per sheet required</p> <p>10p per sheet required</p> <p>10p per sheet required</p>
<p>Class 3 - What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews.</p>	<ul style="list-style-type: none"> • Ofsted and SIAMS reports available on our website 	
<ul style="list-style-type: none"> • Performance management information Performance management policy and procedures adopted by the governing body. • Schools future plans Any major proposals for the future of the school involving, for example, consultation or a change in school status. • Every Child Matters / child protection The contribution of the school to the five Every Child Matters outcomes. The 	<ul style="list-style-type: none"> • Hard copy • School Development Plan available in hard copy. • Safeguarding policies available to 	<p>10p per sheet required</p> <p>£3.00 for document</p> <p>10p per sheet required</p>

<p>policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</p>	<p>view on website</p> <ul style="list-style-type: none"> • Hard copies available on request 	
<p>Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.</p>		
<ul style="list-style-type: none"> • Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school. • Minutes of meetings of the Governing body and its sub-committees Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting 	<ul style="list-style-type: none"> • Admissions policy available to view on website. • Other information relating to admissions and admissions appeals available in hard copy. • Available to view on school site • Hard copy 	<p>10p per sheet required. No charge for appeal pack if making an appeal.</p> <p>Appt needed. 10p per page required</p>
<p>Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.</p>		
<p>School policies This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</p> <p>Pupil and Curriculum policies</p>	<ul style="list-style-type: none"> • Key policies all available on website Other policies available on hard copy 	<p>10p per page required</p>

<p>This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and pupil discipline.</p> <p>Records management and personal data policies This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p> <p>Equality and diversity This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p>		
<ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available. • Charging regimes and policies Details of any statutory charging regimes should be provided. 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. 	<ul style="list-style-type: none"> • Key policies all available on website • Other policies available on hard copy 	10p per sheet required
<p>Class 6 - Lists and registers Currently maintained list and registers only.</p>		
<ul style="list-style-type: none"> • Curriculum circulars and statutory instruments Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum. • Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice. 	<ul style="list-style-type: none"> • Hard copy • Hard copy 	10p per sheet required

<ul style="list-style-type: none"> • Asset register <p>We would expect some information from capital asset registers to be available, if such registers are held.</p>	<ul style="list-style-type: none"> • Hard copy available to view in school 	
<p>The services we offer Information about the services the school provides including leaflets, guidance and newsletters</p>	<ul style="list-style-type: none"> • Website • Hard copy 	

Our website is at www.st-georges-semington.wilts.sch.uk

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, on the address given at the beginning of this scheme.

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

Website: www.ico.gov.uk