

# Publication Scheme

Welford on Avon Primary School



**Approved by:**

Full Governors

**Date:**

**Last reviewed:**

**Next review due by:**

Autumn 2024

## 1. What is a Publication Scheme

The Freedom of Information Act (2000) (FOIA) requires all public authorities (including schools) to produce a register of the types of information it will routinely make available to the public.

This publication scheme commits our 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 the school.

This publication scheme follows a template approved by the Information Commissioner.

## 2. Commitments

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held and falls within the classifications in section 3.
- To specify the information which is held and falls within the classifications in section 3.
- 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 which is made 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## 3. Classes of information

1. **Who we are and what we do.** Organisational information, locations and contacts, constitutional and legal governance.
2. **What we spend and how we spend it.** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. **What our priorities are and how we are doing.** Strategy and performance information, plans, assessments, inspections and reviews.
4. **How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

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5. **Our policies and procedures.** Current written protocols for delivering our functions and responsibilities.
6. **Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the authority.
7. **The services we offer.** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Please see Appendix 1 for the guide to information held by the school.

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.

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

The 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 a public authority, information will be provided on a 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, a public authority 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.

#### **5. 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

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- 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Please see Appendix 2 for the Schedule of fees.

### **6. Written requests**

Information held by the school 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.

If you require paper versions of documents within the scheme or would like to make a request for information not covered by the scheme, please contact:

<include relevant contact details – contact name, email address, correspondence address>

### **FOIA Complaints Procedure**

If an applicant is dissatisfied with the school/academy trust's response to an FOIA request or if it is felt that the school /academy trust is not complying with its obligations as set out in this publication scheme, the school/ academy trust will treat this as a complaint and conduct an internal review.

Any complaints relating to FOIA requests should be submitted in writing to {insert name of relevant person and/ or contact details}.

Complaints will be acknowledged promptly and within 5 school days. The acknowledgement will include the deadline date for our response.

Complaints will be investigated by a senior member of staff/Governor who has not had any previous involvement with the original FOIA response. Legal advice will be sought from the school / academy trust's legal representative where necessary.

Complaints will be reviewed and responded to within 20 school days from the date of receipt. If a review into an FOI request is complex, requires consultation with third parties or the relevant information is of a high volume, it may be necessary to extend the deadline for a response by up to a further 20 school days. If that is necessary, we will inform the applicant and provide an explanation for the delay and a new deadline will be confirmed. The extended deadline will not exceed a total of 40 school days.

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If the review results in the school/ Academy Trust disclosing information which was previously withheld, we will notify the applicant as soon as possible and advise when they are likely to receive the information.

If an applicant remains dissatisfied with the response, they have the right to appeal to the Information Commissioner's Office:

Address:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113

APPENDIX 1

Guide to information available from Welford on Avon Primary School's publication scheme

| <b>Information to be published.</b>   | <b>How the information can be obtained</b> | <b>Cost</b> |
|---|--|-------------|
| <p><b>Class 1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>   | <p>hard copy and/or website)</p>           |             |
| <p>Who's who in the school</p>  |  |             |
| <p>Who's who on the governing body / board of governors and the basis of their appointment</p>  |  |             |
| <p>Instrument of Government / Articles of Association</p>   |  |             |
| <p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>   |  |             |
| <p>School prospectus (if any)</p>   |  |             |
| <p>Annual Report (if any)</p>   |  |             |
| <p>Staffing structure</p>   |  |             |
| <p>School session times and term dates</p>  |  |             |
| <p>Address of school and contact details, including email address.</p>  |  |             |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(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>(hard copy and/or website)</p>          |             |
| <p>Annual budget plan and financial statements</p>  |  |             |
| <p>Capital funding</p>  |  |             |
| <p>Financial audit reports</p>  |  |             |

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| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.  |                        |  |
| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).   |                        |  |
| Pay policy   |                        |  |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.   |                        |  |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.  |                        |  |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.  |                        |  |
| <p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>   | (hard copy or website) |  |
| <p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul> |                        |  |

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| Performance management policy and procedures adopted by the governing body.   |                        |  |
| Performance data or a direct link to it   |                        |  |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status  |                        |  |
| Safeguarding and child protection   |                        |  |
| <p><b>Class 4 – How we make decisions</b><br/>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>   | (hard copy or website) |  |
| Admissions policy/decisions (not individual admission decisions) – where applicable   |                        |  |
| Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).  |                        |  |
| <p><b>Class 5 – Our policies and procedures</b><br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p>   | (hard copy or website) |  |
| <p>Current information only.<br/>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p> |                        |  |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>   |                        |  |



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| <p>Charging regimes and policies.</p> <p>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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p> |  |  |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>  | (hard copy or website; some information may only be available by inspection) |  |
| Curriculum circulars and statutory instruments   |  |  |
| Disclosure logs  |  |  |
| Asset register   |  |  |
| Any information the school is currently legally required to hold in publicly available registers   |  |  |
| <p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>  | (hard copy or website; some information may only be available by inspection) |  |
| Extra-curricular activities  |  |  |
| Out of school clubs  |  |  |
| Services for which the school is entitled to recover a fee, together with those fees   |  |  |
| School publications, leaflets, books and newsletters   |  |  |
| <p>Additional Information</p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>   |  |  |

## SCHEDULE OF CHARGES

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>  | <b>BASIS OF CHARGE</b>   |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying/printing @ .10p A4 per sheet (black & white) | Actual cost .10p   |
|                          | Photocopying/printing @ .26p per A4 sheet (colour)        | Actual cost .26p   |
|                          | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class, signed for.  |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>             | Administration time @£18.05 per hour                      |  |

\* the actual cost incurred by the public authority