Milldene Primary School

Publication Scheme

1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) 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 follows a template approved by the Information Commissioner.

The scheme commits our school to:

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

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.

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6. Lists and registers.
7. The services we offer.

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.

3. Making Information Available:

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

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, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

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.

4. Charging

Charges 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 authority 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 disbursement 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 circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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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 FOI Section 11B, 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.

5. Written requests

Information held by the 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.

6. The Scheme

Class 1 - Who we are and what we do **For example: Organisational information, staffing structures, locations and contacts. This will be current information only. This information may be available on our website or in hard copy or both.**
Information to be published
Who's who in the school
Who's who on the governing body and the basis of their appointment
Information about duties of the governors
Instrument of Government
Location & contact details for the school and key personnel. Names and positions of all staff and how they can be contacted
School prospectus & curriculum
Annual Report
Staffing structure
School session times and term dates
Gender Pay Gap Reporting

Class 2 – What we spend and how we spend it **For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum. This information may be available on our website or in hard copy or both.**
Information to be published
Annual budget plan and financial statements
Capital funding
Additional funding
Procurement and contracts
Pay policy
Staffing and grading structure
Staff allowances and expenses
Governors' allowances
Expenditures
Financial Audit Reports
Premiums and other forms of financial support e.g. pupil premium
Trade Union facility time reporting

Class 3 – What our priorities are and how we are doing

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For example: Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum. This information may be available on our website or in hard copy or both.
Information to be published
School profile: • **Government supplied performance data** • **The latest Ofsted report:** **- Summary** **- Full report**
Performance management tables, policy and procedures adopted by the governing
Schools future plans
Exam and assessment results
Data Protection Impact Assessments (in full or summary format) or any other impact assessments (eg health and safety, equality) as appropriate and relevant.

Class 4 – How we make decisions

For example: Decision making processes and records of decisions. Current and previous three years as a minimum. This information may be available on our website or in hard copy or both.

Information to be published
Admissions policy/decisions (not individual admission decisions)
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.

Class 5 – Our policies and procedures

For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. This information may be available on our website or in hard copy or both.

Information to be published
School policies including: • **Charging and remissions policy** • **Health and Safety** • **Complaints procedure** • **Staff conduct policy** • **Discipline and grievance policies** • **Staffing structure implementation plan** • **Information request handling policy** • **Safeguarding & Child Protection** • **Equality and diversity (including equal opportunities) policies** • **Staff recruitment policies** • **Pay policy** • **Careers Programme information**
Pupil and curriculum policies, including: • **Home-school agreement** • **Curriculum** • **Sex education** • **Special educational needs** • **Accessibility** • **Race equality** • **Collective worship**

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• **Careers education** • **Pupil discipline** • **Behaviour** • **Anti-bullying** • **eSafety**
Records management and personal data policies, including: • **Information security policies** • **Records retention destruction and archive policies** • **Data protection (including information sharing policies and CCTV)**
Charging regimes and policies: **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.**

Class 6 – Lists and Registers **For example: Currently maintained lists and registers only. This information may be available on our website or in hard copy or both. Please note some information may only be available by inspection.**
Information to be published
Curriculum circulars and statutory instruments
Disclosure logs
Asset register
Any information the school is currently legally required to hold in publicly available registers
CCTV operation where relevant

Class 7 – The services we offer **For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only. This information may be available on our website or in hard copy or both.** **Please note some information may only be available by inspection.**
Information to be published
Extra-curricular activities
Out of school clubs
School publications
Services for which the school is entitled to recover a fee, together with those fees
Leaflets books and newsletters

7. How to get a copy & potential costs

Where information is available on our website it is free of charge. Where information is not available on our website but forms part of our Publication Scheme it is free of charge. Where information is available on our website, but you have requested a hard copy a charge can be made to cover costs, please see below.

DESCRIPTION
Photocopying/printing @ 15p per sheet (black & white)
Photocopying/printing @ 20p per sheet (colour)
Postage – applied at cost of Royal Mail standard 2nd class post.

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