Publications 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 Southglade Primary and Nursery School to:

- Proactively/ routinely publish information which is held by us falling within the "Classes" below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

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.
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

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.

Southglade Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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 which may be made for information published under this scheme
The purpose of this scheme is to make the greatest 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 law.
Charges may be made to cover our costs 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 you.
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 school.
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 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.

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.	Hard Copy Website Both	
Information to be published	**How to get a copy**	**Cost**
Who is who in the school	Website	Free
Who is who on the governing body, pen portrait and the basis of their appointment	Website	Free
Instrument of Government (what they do)	Website	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Free

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School prospectus	Hard copy	Free
Staffing structure	Website	Free
School session times and term dates (NCC agreed)	Website	Free

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 financial year as a minimum	Hard Copy Website Both	
Information to be published	**How to get a copy**	**Cost**
Annual budget plan and financial statements	Hard copy	1p per page (bandw) 2p per page (colour)
Capitalised funding	Hard copy	1p per page (bandw) 2p per page (colour)
Additional funding e.g. Pupil premium	Website Hard copy	Free 1p per page (bandw) 2p per page (colour)
Pay policy (NCC agreed)	Hard copy	1p per page (bandw) 2p per page (colour)

Class 3 – What our priorities are and how we are doing. For example: Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum	Hard Copy Website Both	
Information to be published	**How to get a copy**	**Cost**
School profile: • Government supplied performance data • The latest Ofsted report: – Summary – Full report	Hard copy Website	1p per page (bandw) 2p per page (colour) Free
Performance management policy and procedures adopted by the governing body.	Hard copy	1p per page (bandw) 2p per page (colour)
School Improvement Plan	Hard copy	1p per page (bandw) 2p per page (colour)

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Class 4 – How we make decisions. For example: Decision making processes and records of decisions. Current and previous three years as a minimum	Hard Copy Website Both	
Information to be published	**How to get a copy**	**Cost**
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body and sub-committees	Hard copy	1p per page (bandw) 2p per page (colour)
Minutes of meetings excluding information that is properly regarded as private to the meetings	Hard copy	1p per page (bandw) 2p per page (colour)

Class 5 – Our policies and procedures. For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	Hard Copy Website Both	
Information to be published	**How to get a copy**	**Cost**
School policies including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staff Code of Conduct policy • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies	Website Hard copy	Free
Pupil and curriculum policies, including: • Home-school agreement • Curriculum • RHE education • Special educational needs • Race equality • Collective worship • Behaviour	Website Hard copy	Free
Records management and personal data policies, including: • FOI / mobile computing / acceptable use policies / data protection • Records retention destruction and archive policies	Website Hard copy	Free 1p per page (bandw) 2p per page (colour)

Class 6 – Lists and Registers. For example: Currently maintained lists and registers only	Hard Copy Website Both Some information may only be available by inspection	

Class 7 – The services we offer. **For example: Information about the services we offer, including leaflets, guidance and newsletters. Current information only**	Hard Copy Website Both Some information may only be available by inspection	
Information to be published	How to get a copy	**Cost**
Extra-curricular activities	Website/newsletter	Free
Leaflets books and newsletters	Website	Free

7. Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
"Disbursement" cost	Photocopying/printing @ 1p per sheet (black and white)	Actual cost @ 1p per sheet (black and white)
	Photocopying/printing @ 2p per sheet (colour)	Actual cost @ 2p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2nd class