



Policy Title	PUBLICATION SCHEME
Committee responsible	Finance & Premises
Last reviewed	May 2018
Next review due	May 2021
Who is governed by this policy	All staff and governors at the school
Available on website	YES

Signed
(Chair of Governors)

Signed
(Headteacher)

Date

PUBLICATION SCHEME

1. Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. The School has adopted it without modification.

This publication scheme commits the School to make information available to the public as part of its normal business activities.

The scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School 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 School that has been requested, and any updated versions it holds, unless the School 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 a specified licence. The term “dataset” is defined in section 11(5) of the Freedom of Information Act. The terms “relevant copyright work” and “specified licence” are defined in section 19(8) of that Act.

2. Classes of Information

- **Who we are and what we do**
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing**
Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions**
Policy proposals and decisions. Decision making processes, internal criteria and ????
- **Our policies and procedures**
Current written protocols for delivering our functions and responsibilities.

- **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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 within files that have been placed in archive storage or is difficult to access for similar reasons.

3. 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 School's capability 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.

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.

Obligations under equality 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. 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 our website will be provided free of charge.

Single copies of information covered by this publication are provided free unless your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, but we will let you know the cost before fulfilling your request, as indicated in Section 6.

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
- 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.

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.

FREEDOM OF INFORMATION

Guide to information available from Warnham CE Primary School under the publication scheme.

Class 1 – who we are and what we do Organisational information, structures, locations and contacts <i>This will be current information only</i>	How the information can be obtained	Cost
Who's who in the school	Website or hard copy	None
Who's who on the governing body and the basis of their appointment	Website or hard copy	None
Instrument of Government	Website or hard copy	None
Annual Report	Website or hard copy	None
Staffing structure	Website or hard copy	None
School session times and term dates	Website or hard copy	None
Address of school and contact details, including email	Website or hard copy	None

Class 2 – what we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit <i>Current and previous financial year (as a minimum)</i>	How the information can be obtained	Cost
Annual Budget plans and financial statements	Hard copy	None
Capital funding	Hard copy	None
Financial audit reports	Hard copy	None
Details of expenditure items over £2,000 – published at least annually but at more frequent quarterly or six-monthly intervals where practical	Hard copy	None
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)	Hard copy	None
Pay policy	Hard copy	None
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	Hard copy	None
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	Hard copy	None

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.		
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Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the Attendance Register) <i>Some information may only be available by inspection</i>	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hard copy	None
Disclosure logs	Hard copy	None
Asset register	Hard copy	None
Any information the school is currently legally required to hold in publicly available registers	Hard copy	None

Class 7 – the services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses <i>Current information only. Some information may only be available by inspection.</i>	How the information can be obtained	Cost
Extra-curricular activities	Website or hard copy	None
Out of school clubs	Website or hard copy	None
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	None
School publications, leaflets, books and newsletters	Hard copy	P&P

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

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying / printing @ 3p per sheet (black & white)	Actual cost*
	Photocopying / printing @ 5p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation

* The actual cost incurred of paper and photocopying