

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

### **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 scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

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

### **How to request information**

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme you can still ask if we have it. You can contact the school by telephone, fax, email or letter



Information Commissioner's Office

Email: claregateprimaryschool

Tel: 01902 558575

Fax: 01902 558576

In writing at the address below.

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATIONS SCHEME REQUEST”** (in **bold** CAPITALS please).

#### 1. Paying for information

Single or few copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, or is for a priced item such as printed publications or videos we will let you know the cost before fulfilling your request.

<b>Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Claregate Primary School, Chester Avenue, Wolverhampton, West Midlands, WV6 8HU, 01902 558575.</b>	www.claregateprimaryschool.co.uk	N/A
Who is the data manager?	Mr Murphy the Headteacher.	N/A
Who’s who in the school.	Staff list on the “About Us” tab on the website.	Free

Who's who on the governing body / board of governors and the basis of their appointment?	Governors lists and this information is on the website under the "Governors" tab.	Free
Instrument of Government / Articles of Association. The name of the school 1 The category of the school 2 The name of the governing body 3 The manner in which the governing body is constituted 4 The term of office of each category of governor if less than 4 years 5 The name of any person entitled to appoint any category of governor 6 Details of any trust 7 If the school has a religious character, a description of the ethos 8 The date the instrument takes effect	1. We are a Community Primary School. 2. Claregate Governing Board. 3. Articles of Government sealed and held by the Local Authority copy available on request. 4. See website – 4 years apart from Headteacher Governor who is a Governor at all times during employment. 5. Full Governing Board. 6. None. 7. None (see Prospectus for ethos. 8. See instrument.	Free if on website.
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	On the website home page.	Free
School prospectus (if any)	This is on the website under the "About Us" tab.	Free on website
Annual Report (if any)	None.	NA
Staffing structure	Staff list on the "About Us" tab on the website.	Free
School session times and term dates	School session times are published in the school prospectus on the website. Term dates are on the website under the "Term Dates" tab. Other school closure days are notified on the Newsletters.	Free

Address of school and contact details, including email address.	This is on the website home page.	Free
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(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>	Consistent Financial Reporting is publically available on <a href="https://www.compare-school-performance.service.gov.uk/school/104310?tab=workforce-and-finance">https://www.compare-school-performance.service.gov.uk/school/104310?tab=workforce-and-finance</a> .	Free on internet.
Annual budget plan and financial statements.	Available on request.	See charges below.
Capital funding	As above.	See charges below.
Financial audit reports	As above.	See charges below.
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	As above.	See charges below.
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).	Minutes of Finance and General Purposes Committee accessible as described above.	Free from archives department.
Pay policy.	Available on request.	See charges below.
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.	Staff are allowed to claim reasonable expenses in line with the Local Authority Policy. Policy available on request.	See charges below.

<p>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.</p>	<p>Available on request.</p>	<p>See charges below.</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Governors do not claim expenses. If they do we will provide details on the website under "Governors" tab.</p>	<p>See charges below.</p>
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews).          Current information as a minimum</p>	<p>Link to Ofsted report on the website.          Link to school performance on the website.          Access plan on the website.          Summary of Raising Achievement Action Plan available on request.</p>	<p>Free on Ofsted website and link from our website.          See charges below.</p>
<p>School profile (if any)          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>	<p>Link to school performance on the website.          Link to Ofsted report on the website.          Post inspection action plan is now in the Raising Achievement Action Plan – summary available on request.</p>	<p>Free on websites.          See charges below.</p>
<p>Performance management policy and procedures adopted by</p>	<p>Appraisal policy available on request.</p>	<p>See charges below.</p>

the governing body.		
Performance data or a direct link to it	Link on website.	See charges below.
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	There are no such plans at this present time.	See charges below.
Safeguarding and child protection	Safeguarding Policy is on the website under "Policies".	Free.
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	Approved minutes of Governing Board Meetings and sub committees are kept at the City Archive Department and are available on request from them.	Free to view. Apply to LA for their charges for copies.
Admissions policy/decisions (not individual admission decisions) – where applicable	Link to Local Authority policy is on the website.	Free.
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).	These are held in hard copy by the school and when approved as a true record archived at Wolverhampton Archive Service. Minutes marked confidential are not publically disclosable.	Free to view. Apply to LA for copies from their records.
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Policies, procedures and documents that the school is required to have by statute, or by its funding agreement or equivalent,	Policies are on the website under the "Policies" tab. These include :- Safeguarding, Pupil Premium, Sport Report, Anti Bullying and Discipline, Collective Worship, RE and Sec Education, (statement that Parents /	See charges below.

<p>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>Carers may withdraw their child from these last three policies), Special Educational Needs, Accessibility, Health and Safety, Complaints, FOI and Data Protection Policy is on the website. Available on request Staff Discipline, Staff Code of Conduct, Grievance, Appraisal.</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>	<p>FOI and Data Protection Policy is on the Website under "About" and "Policies".</p>	<p>See charges below.</p>
<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>Charging policy is on the website under "About" and "Policies".</p>	<p>Free on website. See charges below.</p>
<p><b>Class 6 – Lists and Registers</b></p>	<p>We keep attendance registers on an</p>	<p>See charges below.</p>

<p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Information Management System called SIMS. Individual records are confidential unless a parent / legal guardian requests information about their own child(ren). Information is put on Mid-Year and End of Year reports to Parents / Legal Guardians. Overall attendance statistics are published yearly on the school performance tab on the website. We keep assessment records on a website with secure login.</p>	
<p>Curriculum circulars and statutory instruments.</p>	<p>These are on the website under "Newsletters". What we teach is under the "Curriculum" tab. Any statutory instrument, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum</p>	<p>Free on website. DFE documents are free on the DFE website <a href="http://www.gov.uk">www.gov.uk</a> See charges below.</p>
<p>Disclosure logs.</p>	<p>Paper based FOI disclosures are kept in a locked filing cabinet and electronic files kept behind two IT passwords. These are kept confidentially in school and are</p>	<p>See charges below.</p>



	only released on a need to know basis.	
Asset register.	Inspection only.	Free.
Any information the school is currently legally required to hold in publicly available registers.	Available on request.	See charges below.
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	We produce a school newsletter. Hard copies are circulated by “pupil post” and posted on the school website under “Newsletters”.	Free on website. See charges below for hard copies.
Extra-curricular activities	These are contained in a Sport Report posted on the school website.	Free on website.
Out of school clubs	As above.	Free on website.
Services for which the school is entitled to recover a fee, together with those fees.	See charging policy.	Free on website.
School publications, leaflets, books and newsletters.	As above.	Free in website.
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	Any additional items are published on the school website.	See charges below.

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 0.0210p per sheet (black & white) rounded up to the nearest penny.	Actual cost *
	Photocopying/printing @ 0.021p per sheet (colour)	Actual cost
	Postage 56p.	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation.
<b>Other</b>		

\* the actual cost incurred by the public authority

#### **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 need to make a complaint then initially this should be addressed to the Headteacher.

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 please follow the school's complaint procedure and if still not resolved the complaint should be addressed to the Office of the Information



Information Commissioner's Office

Commissioner. 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 545 745**

**E Mail:**

**[data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)**