

QUEENSWOOD SCHOOL



Strengthening Our Community

Publication Scheme

STATUTORY POLICY

Agreed by Governors:	Autumn 2015
Reviewed by Governors:	July 2018
To be reviewed:	July 2020

1. 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 have produced 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 and/or on our website.

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

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and outlines our response to the FOIA and the framework we use for managing requests. Under the Act any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, to receive a copy, subject to certain exemptions.

2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School information – statutory information is published on the schools' website www.queenswood.org.uk
- Governors' Documents – information published in the Governors Annual Report and in other governing body documents on the school website
- Students and Curriculum – information about policies that relate to students and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

Personal information is exempt under the FOIA as such information is covered by the Data Protection Act (DPA). Individuals must therefore make a "subject access request" under the DPA if they wish to access such information.

3. How to request information

Information not made available through the Publication Scheme will be accessible through a specific request for information.

The FOIA establishes two related rights:-

- The right to be told whether information exists
- The right to receive the information (subject to exemptions).

These rights can be exercised by anyone.

Any request must be made in writing or by e mail to The Headteacher using the contact details below marked for the attention of The Headteacher.

The school will respond to any request within 20 working days although further reasonable

details can be requested in order to identify and locate the information. If a fee is required the period of 20 working days can be extended until the fee is paid

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: a2128@telford.gov.uk
Tel: 01952 386961
Contact Address: Queenswood Primary School and Nursery, Yates way, Ketley Bank, Telford, TF2 0AZ

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

4. Time limit

We will respond to a FOIA request within the legally prescribed 20 days, excluding school holidays. If a qualified exemption applies to the request we will reply within 20 days to state that an exemption applies and estimating a date by which the public interest test will be.

5. Charging

There will be a small charge to cover the costs of photocopying.

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 then initially this should be addressed to The Headteacher.

Appeals Process

If an individual is unhappy with the response then they have the right to appeal that request, within 20 days to the Chair of Governors at Queenswood Primary School and Nursery. The school will then follow its complaints procedure which is published on our website.

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 this should be addressed to the Information Commissioner's Office. 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
Telephone 03031231113

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Hard copy, Headteacher	Based on volume
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Website	Free
Annual Report (if any)	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
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) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy, Headteacher	Based on volume
Capital funding	Hard copy, Headteacher	Based on volume
Financial audit reports	Hard copy, Headteacher	Based on volume
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy, Headteacher	Based on volume
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, Headteacher	Based on volume
Pay policy	Website	Free
Staff allowances and expenses that can be incurred or	Hard copy, Headteacher	Based

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.		on volume
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.	Hard copy, Headteacher	Based on volume
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy, Headteacher	Based on volume
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website Hard copy, Headteacher	Free Based on volume
Performance management policy and procedures adopted by the governing body.	Website	Free
Performance data or a direct link to it	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy, Headteacher	Based on volume
Safeguarding and child protection	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	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).	Hard copy, Headteacher	Based on volume

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Website	Free
<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>	Website	Free
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
Curriculum circulars and statutory instruments	Hard copy, Headteacher	Based on volume
Disclosure logs	Hard copy, Headteacher	Based on volume
Asset register	Hard copy, Headteacher	Based on volume
Any information the school is currently legally required to hold in publicly available registers	Hard copy, Headteacher	Based on volume
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	Hard copy, Headteacher	Based on volume
Out of school clubs	Hard copy, Headteacher	Based on volume
Services for which the school is entitled to recover a fee, together with those fees	Hard copy, Headteacher	Based on volume
School publications, leaflets, books and newsletters	Hard copy, Headteacher	Based on volume

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
None		

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority