

Freedom of Information

Guide to information available from schools within The Mendip Edge Federation under the model publication scheme

This is Shipham First School's Publication Scheme on information available under the Freedom of Information Act 2000 (amended November 2012)

The governing body is responsible for maintenance of this scheme.

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 and some is available 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.

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'. These are contained at the end of this scheme – Appendix 1.

The classes of information that we undertake to make available are organised into seven class areas:

CLASS 1 – Who we are and what we do

CLASS 2 – What we spend and how we spend it

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

CLASS 4 – How we make decisions

Freedom of Information

Guide to information available from Shipham First School under the model publication scheme

CLASS 5 – Our policies and procedures

CLASS 6 – Lists and registers

CLASS 7 – The services we offer

How to request information

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 or you can visit our website at: www.shiphamfirst.co.uk

Email: office@shipham.somerset.sch.uk

Tel: **01934 843485**

Fax: **01934 842862**

Contact Address: **Shipham First School, Turnpike Road, Shipham, Somerset, BS25 1TX**

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 **[and isn’t on our website]**, you can still contact the school to ask if we have it.

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in Appendix 1. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

Freedom of Information

Guide to information available from Shipham First School under the model publication scheme

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 wish to make a complaint then initially this should be addressed to ***Clerk to the Governing Body, via the School Office details on previous page 2.***

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

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Freedom of Information

Guide to information available from Shipham First School under the model publication scheme

Who we are and what we do

Information to be published.	How the information can be obtained	Cost
Who's who on the Governing Body and the basis of their appointment	School Website	Free
Instrument of Government/Articles of Association	Clerk to the Governors, via School Office	Free
Contact details for the key personnel including Head teacher and for the Governing Body, via the school (named contacts where possible).	School website	Free
School prospectus	School Website	Free
Staffing structure	Headteacher via School Office	Free
School session times and term dates	School Website	Free
Address of school and contact details, including email address.	School Website	Free

Freedom of Information
Guide to information available from Shipham First School
under the model publication scheme

What we spend and how we spend it

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Headteacher via School Office	5p/sheet
Capital funding	Headteacher via School Office	5p/sheet
Financial audit reports	Headteacher via School Office	5p/sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Headteacher via School Office	5p/sheet
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).	Headteacher via School Office	5p/sheet
Pay policy	Clerk to the Governors, via School Office	Free
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.	Headteacher via School Office	5p/sheet
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.	Headteacher via School Office	5p/sheet
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Clerk to the Governors, via School Office	5p/sheet

Freedom of Information

Guide to information available from Shipham First School under the model publication scheme

What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Performance data supplied by the government, or a direct link to the data • The latest Ofsted Full report • The latest SIAMS inspection report 	www.ofsted.gov.uk School Website	Free
Performance management policy and procedures adopted by the governing body.	Clerk to the Governors, via School Office	5p/sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Chair of Governors, via Clerk to the Governors, via School Office.	5p/sheet
Safeguarding and child protection	School Website	Free

Freedom of Information
Guide to information available from Shipham First School
under the model publication scheme

How we make decisions

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Clerk to the Governors via School Office	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).	Clerk to the Governors via School Office	Free

Freedom of Information

Guide to information available from Shipham First School under the model publication scheme

Our policies and procedures

Information to be published.

School Policies and other documents

Records management and personal data policies, including:

- Information security policies
- Records retention, destruction and archive policies
- Data protection (including information sharing policies)

Equality and diversity policies

Policies and procedures for the recruitment of staff

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.

How the information can be obtained

School Website

Headteacher via School Office.

School Website

Headteacher via School Office

Headteacher via School Office

Cost

Free

Free

Free

5p/sheet

5p/sheet

Freedom of Information
Guide to information available from Shipham First School
under the model publication scheme

Lists and Registers

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Headteacher via school office	5p/sheet
Disclosure logs	Headteacher via school office	5p/sheet
Asset register	Headteacher via school office	5p/sheet
Any information the school is currently legally required to hold in publicly available registers. <i>This does not include the attendance register.</i>	Headteacher via school office	5p/sheet

Freedom of Information

Guide to information available from Shipham First School under the model publication scheme

The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	School Website	Free
Out of school clubs	School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	School Office	5p/sheet
School publications, leaflets, books and newsletters	School Website	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Contact school office	5p/sheet

Freedom of Information
 Guide to information available from Shipham First School
 under the model publication scheme

SCHEDULE OF CHARGES

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 cost of administration for the researching and/or copying of requested information will be dependent on the complexity of the request	