

Ellingham VC and Woodton Primary Schools

Our vision is to enable all children to reach their full potential in an ever changing world.

Publication Scheme

Date Reviewed:	Agreed by Governors:	Date for Next Review:
January 2018		January 2019

INSPIRE CHALLENGE NURTURE

Ellingham VC Primary and Woodton Primary Schools Publication Scheme on information available under the Freedom of Information Act 2000

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 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. Information in our publication scheme is available for you on our website to download and print off, or is available in paper form upon request through the school office.

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.

2. Aims and Objectives

The school aims to:

- enable all children to reach their full potential in an ever changing and diverse world
- to respect the world and its people
- to have aspirations through a creative and stimulating curriculum
- to learn to be resilient through a positive environment where children feel happy, secure and cared for.

and this publication scheme is a means of showing how we are pursuing these aims.

3. 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 in section 6 of this scheme.

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

- *Who we are and what we do* – organisational information, structures, locations and contacts
- *What we spend and how we spend it* – Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
- *What our priorities are and how we are doing* – strategies and plans, performance indicators, audits, inspections and reviews
- *How we make decisions* – decision making processes and records of decisions
- *Our policies and procedures* – current written protocols, policies and procedures for delivering our services and responsibilities
- *Lists and registers* – currently maintained lists and registers only
- *The services we offer* – information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

4. 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, or letter. Contact details are set out below, or you can visit our website at www.ellinghamandwoodton.co.uk

Email: office@ellingham.norfolk.sch.uk	or	office@woodton.norfolk.sch.uk
Tel: 01508 518250	or	01508 482294
Contact Address: Ellingham VC Primary	or	Woodton Primary
Church Road		Norwich Road
Ellingham		Woodton
Bungay		Bungay
NR35 2PZ		NR35 2LL

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.

5. 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 your request requires a lot of photocopying or printing, or postage charge, in which case you will be advised of the cost before fulfilling your request.

See Annexe B for current prices.

6. Classes of Information Currently Published

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

Who's who in the school

Who's who on the governing body and the basis of their appointment

Instrument of Government

Contact details for the Head teacher and for the governing body

School prospectus

Staffing structure

School session times and term dates

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)

Annual budget plan and financial statements

Capitalised funding

Additional funding

Procurement and projects

Pay policy

Staffing and grading structure

Governors' allowances

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

(Strategies and plans, performance indicators, audits, inspections and reviews)

School website

The latest Ofsted report

Performance management policy and procedures adopted by the governing body.

Schools future plans

Every Child Matters – policies and procedures

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Admissions policy/decisions (not individual admission decisions)

Agendas of meetings of the governing body and its sub-committees

Minutes of meetings (as above) – excludes information that is properly regarded as private to the meetings.

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

The School has a large number of policies that are available to view in the school office.

Class 6 – Lists and Registers

Curriculum circulars and statutory instruments

Disclosure logs

Asset register

Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Extra-curricular activities

Out of school clubs

School publications

Services for which the school is entitled to recover a fee, together with those fees

Leaflets books and newsletters

7. 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 Governors

Ellingham VC Primary	or	Woodton Primary
Church Road		Norwich Road
Ellingham		Woodton
Bungay		Bungay
NR35 2PZ		NR35 2LL

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. A form is available for download at the ICO website. They can be contacted at *Information Commissioner's Office*, Wycliffe House, Water Lane, Wilmslow, SK9 5AF. You can also email them at publications@ic-foi.demon.co.uk or go to the website <http://www.ico.gov.uk/>.

Annex A – documents held by the school

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)
Who's who in the school	Hard copy/website
Who's who on the governing body and the basis of their appointment	Hard copy/website
Instrument of Government	Hardcopy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy/website
School prospectus	Hard copy/website
Staffing structure	Hard copy/website
School session times and term dates	Hard copy/website

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	(hard copy and/or website)
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy
Procurement and projects	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
Governors' allowances	Hard copy

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	(hard copy and/or website)
The latest Ofsted report	Hard copy/website
Performance management policy and procedures adopted by the governing body.	Hard copy
Schools future plans	Hard copy
Every Child Matters – policies and procedures	Hard copy

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy and/or website)
Admissions policy/decisions (not individual admission decisions)	Hard copy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/or website)
School policies including pupil and curriculum policies and records management and personal data policies. (some of these policies are only available in hard copy)	Hard copy / website

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy and/or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/or website; some information may only be available by inspection)
Extra-curricular activities	Hard copy/website
Out of school clubs	Hard copy/website
School publications	Hard copy/website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
Leaflets books and newsletters	Hard copy/website

Additional Information Available	
School handbook	Hard copy

Annex B – Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..0.86p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..1.40p per sheet (black & white) double sided.	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class

* the actual cost incurred to complete the request for information