



St. Mary's Church of England Primary School Publication Scheme on information available under the Freedom of Information Act 2000

The governing board is responsible for maintenance of this scheme.

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 the public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet the commitments under the model publication scheme.

To do this we must produce a publication scheme, setting out:

- The classes of information which we must 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 ICO expects schools to make the information in this document available unless:

- We do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIR) exceptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resources-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. **All information in our publication scheme is available for you on our website to download or print off.**

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

We endeavour to make as much information as possible available on line. The classes below provide links to information which is available. If any of the information is not available on line, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we

do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

2. How to request information

If you require a paper version of any of the documents within this scheme, please contact the school office by telephone or email. Contact details are set out below or you can visit the website on www.stmarys698.herts.sch.uk

Email- admin@stmarys698.herts.sch.uk

Tel: 01923 776529

Contact Address: **St Mary's Church of England Primary School, Stockers Farm Road, Rickmansworth, WD3 1NY**

To help us process your request quickly, please mark any correspondence '**PUBLICATION SCHEME REQUEST**' (in capitals please)

If the information you are looking for is not available via the scheme (**and isn't on our website**) you can still contact the school office to ask whether we have it.

3. Paying for information

Information published on our website is free, although you may incur costs from your internet provider. If you don't have internet access, you can access our website using or local library or by coming into school to use a school computer.

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. 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 DVDs 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.

4. Classes of information currently published.

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	Website	
<u>Instrument of Government</u> The instrument of Government is the document which records the name and category of the school and the name and constitution of the governing body.	Hard copy from the school	

<p><u>Statutory Information on the school website:</u></p> <ul style="list-style-type: none"> - Information about the implementation of the governing body’s policy on pupils with Special Educational Needs (SEN) - A description of the policies relating to disabled pupils, including facilities to improve access and accessibility plan <p><u>Governing Board</u> The names, and contact details of the governors should be available and the basis upon which they have been appointed.</p> <p><u>School session times and term dates</u></p> <p><u>Location and contact information</u> The address, telephone number and website for the school together with the names of key personnel.</p>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>	
<p>Class 2- What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.</p>	<p>Hard copy from school</p>	
<p><u>Annual budget plan and financial statements</u></p> <ul style="list-style-type: none"> - Details of the Individual Schools Budget distributed by the Local Authority and the school’s annual income and expenditure returns. <p><u>Capital funding</u></p> <ul style="list-style-type: none"> - Details of the capital funding allocated to the school together with information on related building projects and other capital projects <p><u>Additional funding</u></p> <ul style="list-style-type: none"> - Income generation schemes and other sources of funding. <p><u>Procurement and contracts</u></p> <ul style="list-style-type: none"> - Details of procurements used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process <p><u>Pay Policy</u></p> <ul style="list-style-type: none"> - The statement of the school’s policy and procedures regarding teachers’ pay <p><u>Staffing and grading structure</u></p> <p><u>Governor allowances</u></p> <ul style="list-style-type: none"> - Details of allowances and expenses that can be claimed or incurred. 	<p>Hard copy from school</p> <p>Hard copy from school</p> <p>Hard copy from school</p> <p>Hard copy from school</p> <p>Hard copy from school</p> <p>Hard copy from school</p> <p>Hard copy from school</p> <p>Hard copy from school</p>	
<p>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</p>	<p>Website</p>	
<p><u>School Profile</u></p> <ul style="list-style-type: none"> - Government supplied performance data 	<p>Website</p>	

<ul style="list-style-type: none"> - Summary of latest OFSTED report - Required narrative sections covering areas such as: successes during the year, areas of improvement, links with parents and the community <p><u>Performance Management Information</u></p> <ul style="list-style-type: none"> - Performance Management Policy and procedures adopted by the governing board. <p><u>School future plans</u></p> <ul style="list-style-type: none"> - Any major proposals for the future of the school involving, for example, consultation or a change in school status <p><u>Child Protection</u></p> <ul style="list-style-type: none"> - The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children. 	<p>Hard copy from the school</p> <p>Hard copy from the school</p> <p>Website</p>	
<p>Class 4- How we make decisions Decision making processes and records of decisions. Current and previous three years.</p>	<p>Hard copy from the school</p>	
<p><u>Admissions Policy</u></p> <ul style="list-style-type: none"> - The admission arrangements and procedures together with the information about the right to appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria upon which applications were successful) should be if this information is held by the school. <p><u>Minutes of meetings of the Governing Board</u></p> <ul style="list-style-type: none"> - Minutes, agendas and papers considered at such meetings should be published as soon as practicable with the exception of information that is properly considered to be private to the meeting. 	<p>Website</p> <p>Hard copy from the school</p>	
<p>Class 5- our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>	<p>Website/ Hard copy form school</p>	
<p><u>School policies</u></p> <ul style="list-style-type: none"> - This will include school policies and procedures together with other information related the school such as charging and remissions policy, health and safety, risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests. <p><u>Pupil and Curriculum Policies</u></p> <ul style="list-style-type: none"> - This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, equality, collective worship and behaviour. 	<p>Website/ Hard copy form school</p> <p>Website/ Hard copy form school</p>	

<p><u>Records Management and personal data policies</u></p> <ul style="list-style-type: none"> - This will include information, security policies, records retention, destruction and archive policies, and data protection (including data sharing policies) <p><u>Equality and Diversity</u></p> <ul style="list-style-type: none"> - This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities <p><u>Policies and procedures for the recruitment of staff</u></p> <ul style="list-style-type: none"> - If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available <p><u>Charging regimes and policies</u></p> <ul style="list-style-type: none"> - Details of any statutory charging regimes should be provided. 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>Website/ Hard copy form school</p> <p>Website/ Hard copy form school</p> <p>Website (Teach in Herts)/ Hard copy form school</p> <p>Hard copy form school</p>	
<p>Class 6- Lists and registers Currently maintained lists and registers only</p>	<p>Hard copy from school</p>	
<p><u>Curriculum circulars and statutory instruments</u></p> <ul style="list-style-type: none"> - Statutory instruments (e.g. regulations) departmental circulars and administrative memoranda sent to the Head teacher/Governing Board concerning the curriculum. <p><u>Disclosure Logs</u></p> <ul style="list-style-type: none"> - A disclosure log indicating the information provided in response to such requests should be readily available. <p><u>Asset register</u></p> <ul style="list-style-type: none"> - Some information from capital asset registers would be available if held <p><u>Any information the school is currently legally required to hold in publically available registers</u></p>		
<p><u>The services we offer</u></p> <ul style="list-style-type: none"> - Information about the services the school provides including leaflets, guidance and newsletters. Current information only. - Extracurricular clubs - 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 	<p>website</p>	

Our website is at www.stmarys698.herts.sch.uk

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:

The Headteacher, St Mary's Church of England Primary School, Stockers Farm Road,
Rickmansworth , Herts, WD3 1NY

If you are not satisfied with the assistance 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.

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Or

Phone- 01625 545700

Email- publications@ic-foi.demon.co.uk

Website- www.ico.gov.uk