

# **Byfleet Primary School**

## **Freedom of Information Publication Scheme**

<b>Governors' Committee Responsible:</b> Full Governing Board	<b>Governor Lead:</b> Martin Lock	<b>Nominated Lead Member of Staff:</b> Pauline Crowley
<b>Date Reviewed:</b> October 2019	<b>Status &amp; Review Cycle:</b> Annual	<b>Next Review Due:</b> October 2020

### **Introduction**

This publication scheme follows a model approved by the Information Commissioners Office.

This scheme is not a list of individual publications but rather a description of the classes of types of information that we are committed to publishing. This list is not an exhaustive list of all of the types of information that we publish. We try to proactively publish as much information as we can where the information would have a wider public interest.

This scheme does not include information that we consider to be sensitive, such as personal information, information prevented from disclosure by law or information about security matters.

### **Classes of Information**

There are six classes of information that we hold: -

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- The services we offer

### **Making Information Available**

Information will generally be made available on the school website. Where it is not possible to include this information on the school website, or when an individual does not wish to access the information by the website the school will indicate how information can be obtained by other means and provide it by those means. This may be detailed in response to a request or within the scheme itself. This will usually be by way of a paper copy.

In some exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we shall do so.

### **Charges for Information Published Under this Scheme**

The school may charge individuals for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at the minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges will be made to cover:

- Photocopying;
- Postage and Packaging; &
- The costs directly incurred as a result of viewing information.
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Single copies of information requested which are covered by the publication scheme will be provided free unless otherwise stated within the scheme. If the request involved a large amount of photocopying, printing or postage, then this may be at a cost. If this is the case we will let you know as well as let you know the cost before fulfilling your request.

### **How to request information**

If you require a paper version of any of the documents within the scheme please contact the school using the contact details below.

Telephone: 01932 403116

Email: [admin@byfleet.primary.sc.uk](mailto:admin@byfleet.primary.sc.uk)

Address: King's Head Lane, Byfleet, Surrey KT14 7AT

Please mark all correspondence *Publication Scheme Request* in order to help us process your request quickly. If the information you are looking for isn't available via the scheme, you can still contact the school to ask if we have this information.

### **The Publication Schedule**

<b>Who we are and what we do</b>	<b>Description</b>
Information relating to the Governing Body	Information contained in official governing body documents including the governor's annual report:- <ul style="list-style-type: none"><li>• Who is who</li><li>• Basis of governors appointment</li><li>• The manner in which the governing body is constituted</li><li>• Category of the school</li><li>• A statement on progress in implementing the action plan drawn up following an inspection</li></ul>

	<ul style="list-style-type: none"> <li>• Agreed minutes from governors board and committee meetings</li> <li>• A financial statement – including gifts made to the school and amounts paid to the governors for expenses</li> <li>• Information about the implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the last year</li> <li>• A description of arrangements for the admission of pupils with disabilities, including details of the steps to prevent disabled students being treated less favourably than other pupils, details of existing facilities to assist access to the school by pupils with disabilities, the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• A statement of policy on whole staff development identifying how teacher's professional development impacts on teaching and learning.</li> <li>• Number of pupils on roll and rates of pupils authorised and unauthorised absence</li> <li>• National curriculum assessment results for appropriate key stages with national summary figures</li> <li>• Instruments of government, including the date it takes effect</li> <li>• The term of office of each category of governor if it lasts less than 4 years and the name of anybody entitled to appoint any category of governor.</li> </ul>
School prospectus	<ul style="list-style-type: none"> <li>• The name, address, website and telephone number of the school and the type of school</li> <li>• The name of the school Headteacher</li> <li>• The school's staffing structure</li> <li>• Information about the schools policy on providing for pupils with special educational needs</li> <li>• Statement on the schools aims and values</li> <li>• Information on the school policy on admissions</li> <li>• School term dates, times and attendance</li> <li>• Uniform</li> <li>• Number of pupils on roll and rates of student absence</li> </ul>
<b>What we spend and how we spend it</b>	<b>Description</b>

Financial statement for the current and previous financial year	Relating to projected and actual income and expenditure, procurement, contracts and financial audit. Includes budget plans, financial statements and financial audit reports
Details of expenditure	Sets out details of items of expenditure over £5,000 including the cost, name of supplier and information about the transaction
Procurement and contracts	Details of the procurement and contracts the school has entered into or details relating to the organisation who has carried out this process on the schools behalf (for example the local authority).
Pay policy	A copy of the pay policy that the school uses to govern staff pay.
Allowances	Details of allowances and expenses that can be incurred by staff and governors.
Pupil Premium	How the school uses pupil premium.
Utilities and school running expenditure	Details of the schools overheads and running costs.
<b>What our priorities are and how we are doing</b>	<b>Description</b>
Ofsted report	A published report of the outcome of our latest Ofsted inspection.
Performance management Policy	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.
Charging and remissions policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publication, music tuition, trips.
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum circulars and Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Headteacher or governing body relating to the curriculum.
<b>How we make decisions</b>	<b>Description</b>
Admissions Policy/ Decisions (not individual)	This does not include individual decisions. This is a statement of our policy with regards to admissions and how we make decisions regarding admissions.
<b>Our policies and procedures</b>	<b>Description</b>
Home-School Agreement	Written statements of the schools aims and values, the schools responsibilities, the parental responsibilities the schools expectations of its pupils for example homework arrangements.
Curriculum Policy	Statement on following the national curriculum subjects, including any syllabus used by the school.
Complaints Policy	Statement of procedures for dealing with complaints
Equality and Diversity Policy	Statement on ensuring that the school follows and promotes equality and diversity.
Child protection and safeguarding policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.

Relationships and Sex Education Policy	Statement of policy with regard to sex and relationship education
Inclusion Policy	Information about the school's policy on providing for pupils with special educational needs.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.
<b>The services we offer</b>	<b>Description</b>
Extra-curricular Activities and out of school clubs	Details of these are contained in our newsletter, leaflets, Website.

### **Complaints and/or Appeals**

Any written (including email) expression of dissatisfaction should be handled through the School's existing complaints procedure. Wherever practicable the review should be handled by someone not involved in the original decision. The school should maintain records of all complaints and their outcome.

If the outcome is that the School's original decision or action is upheld, then the applicant can appeal to the Information Commissioner. The appeal can be made via their website or in writing to:

Customer Contact  
 Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 SK9 5AF