



## Bitham Brook Primary School

Policy Number	069	Issue	001
Policy Title	Publication Scheme		
Last Review Date	29/03/2017		
Accepted By Full Governing Body	29/03/2017		
Next Review Date	01/03/2019		
Author	B. Wilkinson	Responsible Committee	FGB

### Policies To Be Read In Conjunction:-

## Publication Scheme

Information available under the Freedom of Information Act 2000

### Introduction

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information *they* will make public. The governing body is responsible for the maintenance of this scheme. Our publication scheme conforms to the model scheme for schools approved by the Information Commissioner and is a means of showing how the school is pursuing its vision, aims and objectives. Some information we hold may not be made public, for example: personal information. All information in our publication scheme is available for download from the school website or in paper form from the school office.

### Aims and Objectives

The school aims to enable children to become:

- **Successful Learners** – who enjoy independent learning and are creative, critical thinkers that make progress and achieve.
- **Resilient Individuals** – who are confident and articulate, able competitors equipped to engage in the challenges of modern life and are able to live safe, healthy and fulfilling lives.
- **Responsible Citizens** – good team members whose efforts contribute to group success, who care for the community and environment, showing mutual respect and tolerance and make a positive contribution to society.

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

### 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 four broad topic areas

- **School Prospectus** - Information published in the school prospectus.
- **Governors' Documents** - Information published in the Governors Annual Report and in other governing body documents.
- **Pupils & Curriculum** - Information about policies that relate to pupils and the school curriculum.

- **School Policies and other information related to the school** - Information about policies that relate to the school in general.

## How to request information

Most of the information is available via our website at <http://www.bithamprimary.co.uk>. If you require a paper version of any of the documents within the scheme, or cannot locate what you require then please contact the school by telephone, email, fax or letter. Contact details are set out below: -

**Email: [admin@bithambrook.wilts.sch.uk](mailto:admin@bithambrook.wilts.sch.uk)**

**Tel: 01373 859172**

**Fax: 01373 821210**

**Address: Arundell Close, Westbury, Wiltshire, BA13 3UA**

To help us process your request quickly, please clearly mark any correspondence

**“PUBLICATION SCHEME REQUEST”** *(in bold 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

The purpose of this scheme is to make the maximum amount of information readily available at 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 a website will be provided free of charge.

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

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Classes of Information Currently Published

Who we are and what we do.

Organisational information, structures, locations and contacts

- **Instrument of Government** - The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.
- **School prospectus** - The statutory contents of the school prospectus, as follows:
  - 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 the accessibility plan.

Once the prospectus has been published and made available to parents, access to it should be available to anyone.

- **Annual Report** – Overview of the work the governing body and the school to better equip the stakeholders (parents) to hold us to account for the quality of education offered, the physical environment, the resources and the ethos of the school.
- **Governing Body** - The names, and contact details of the governors should be available and the basis on which they have been appointed.
- **School session times and term dates** - Details of school session times and dates of school terms and holidays.
- **Location and contact information** - The address, telephone number and website for the school together with the names of key personnel.

What we spend and how we spend it.

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- **Pay policy.** - The statement of the school's policy and procedures regarding teachers' pay.
- **Governor's allowances** - Details of allowances and expenses that can be claimed or incurred.

What our priorities are and how we are doing.

Strategies and plans, performance indicators, audits, inspections and reviews.

- **School profile.**  
Government-supplied performance data.  
Summary of latest Ofsted report\*  
The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community (\* the full Ofsted report should also be available.)
- **Performance management information**  
Performance management policy and procedures adopted by the governing body.
- **Schools future plans**  
Any major proposals for the future of the school involving, for example, consultation or a change in school status.
- **Every Child Matters / Child protection**  
The contribution of the school to the five Every Child Matters outcomes. 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 in compliance with any guidance issued by the Secretary of State.

How we make decisions.

Decision-making processes and records of decisions, available for the current and previous three years.

- **Admissions policy / decisions**  
The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.
- **Minutes of meetings of the Governing body and its sub-committees**  
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.

Our policies and procedures.

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

- **School policies.**  
This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and 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.
- **Pupil and Curriculum policies.**  
These include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil discipline.
- **Records management and personal data policies.**  
These include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.
- **Equality and diversity.**  
These include policies, schemes, statements, procedures and guidelines relating to equal opportunities.
- **Policies and procedures for the recruitment of staff.**  
If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
- **Charging regimes and policies.**  
Details of any statutory charging regimes that the school uses to conduct its business. They clearly states the basis on which charges are made, and how they are calculated.

Lists and registers.

- **Curriculum circulars and statutory instruments.**  
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.
- **Disclosure logs.**  
Disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.
- **Asset register.**  
We would expect some information from capital asset registers to be available, if such registers are held.
- **Any information the school is currently legally required to hold in publicly available registers.**

The services we offer.

Information about the services the school provides including leaflets, guidance and newsletters.

- **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, booklets and newsletters.**

## 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:

**Chair of Governors, Bitham Brook Primary School, Arundell Close, Westbury, Wiltshire, BA13 3UA**

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](mailto:publications@ic-foi.demon.co.uk)**

**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**