



Freedom of Information Policy

**Reviewed & Ratified by Governors: Spring Term 2016
Next Review Date: Spring 2018**

Version 1



This is Tewin Cowper Church of England Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

The governing body 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 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 ICO would expect 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 (EIRs) 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- the information is archived, out of date or otherwise inaccessible; or,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 resource-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 either available for you on our website to download and print off, or available in paper form from the school office.

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

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, 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. Appendix B**

2. 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.tewincowper.herts.sch.uk.

Email: admin@tewincowper.herts.sch.uk

Tel: 01438 717378

Fax: 01438 718586

Contact Address: Cannons Meadow, Tewin, Welwyn Garden City, Herts AL6 0JU

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.

3. 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 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 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.

4. Classes of Information Currently Published

<u>Information published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><u>Class 1 - Who we are and what we do</u> Organisational information, structures, locations and contacts. This will be current information only.</p> <ul style="list-style-type: none">Instrument of Government The Instrument of Government is the document which 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:<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	<p>School Website www.tewincowper.herts.sch.uk.</p> <p>School Hardcopy</p> <p>School Website www.tewincowper.herts.sch.uk.</p>	<p>See schedule of charges Appendix B</p> <p>£</p>

<u>Information published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>disabled pupils, including facilities to improve access and the accessibility plan.</p> <ul style="list-style-type: none"> - The school's ethos and values. <ul style="list-style-type: none"> • Governing Body The names, and contact details of the governors 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. 	<p>School Website www.tewincowper.herts.sch.uk.</p> <p>School Website www.tewincowper.herts.sch.uk.</p> <p>School Website www.tewincowper.herts.sch.uk.</p>	
<p><u>Class 2 - What we spend and how we spend it</u> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years.</p> <ul style="list-style-type: none"> • Annual budget plan and financial statements Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns. • Capital funding Details of the capital funding allocated to the school together with information on related building projects and other capital projects. • Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. • Pay policy The statement of the school's policy and procedures regarding teachers' pay. • Staffing structure • Governors' allowances (scheme for paying) Policy Details of allowances and expenses that can be claimed or incurred. • Pupil Premium Allocation, use and impact on attainment • PE and Sports Funding Plan 	<p>Available from Hertfordshire County Council</p> <p>Available from St Albans Diocese</p> <p>School Hardcopy</p> <p>Hertfordshire Grid for Learning http://www.thegrid.org.uk/</p> <p>School Hardcopy</p> <p>School Hardcopy</p> <p>School Website www.tewincowper.herts.sch.uk.</p> <p>School Website www.tewincowper.herts.sch.uk</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>

<u>Information published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><u>Class 3 - What our priorities are and how we are doing</u> Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum</p> <ul style="list-style-type: none"> • 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. Full Ofsted report • Performance management information Pay and 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. • Child Protection 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. 	<p>School Website www.tewincowper.herts.sch.uk</p> <p>www.ofsted.gov.uk www.education.gov.uk</p> <p>School Hardcopy</p> <p>School Website www.tewincowper.herts.sch.uk</p> <p>School Website www.tewincowper.herts.sch.uk</p>	<p>£</p>
<p><u>Class 4 - How we make decisions</u> Decision-making processes and records of decisions. Current and previous three years.</p> <ul style="list-style-type: none"> • Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions will not be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) will 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 are published as soon as practicable, with the exception of information that is properly considered to be private to the meeting. See also Governing Body Programme of Business. 	<p>School Website www.tewincowper.herts.sch.uk</p> <p>School Hardcopy</p>	<p>£</p>

<u>Information published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><u>Class 5 - Our policies and procedures</u> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p> <p>• School policies</p> <p>Charging and Remissions Complaints Procedure Statement Governors' Written Statement of Principles</p> <p>Adult Volunteer Helpers Alcohol, Drugs & Gambling at Work Assessment and Feedback Capability of Staff Procedure Code of Conduct for Employees Communications Disciplinary First Aid Flexible Working Freedom of Information Grievance Procedure Harassment and Bullying Health & Safety Leave of Absence Lettings and Charging Risk Assessment Shared Parental Leave Staff Pay & Performance Appraisal Staffing Structure Teaching and Learning Whistleblowing</p> <p>• Pupil and Curriculum policies</p> <p>Accessibility Plan Admissions Arrangements Anti Bullying Child Protection Policy and Procedures Collective Worship Determined Admissions Arrangements Exclusions Home School Agreement Personal Development, Behaviour & Welfare Promoting British Values Pupil Premium Religious Education Special Educational Needs (SEN)</p>	<p>School Website www.tewincowper.herts.sch.uk</p> <p>School Hardcopy School Hardcopy</p> <p>School Website www.tewincowper.herts.sch.uk</p>	<p>£</p>

<u>Information published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><u>Class 6 - Lists and registers</u></p> <p>Currently maintained list and registers only.</p> <ul style="list-style-type: none"> • 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 Register of Business Interests of HT and Governors- Pecuniary Interest Register of Pupils' Admissions Register of Pupils' Attendance • Asset register • Any information the school is currently legally required to hold in publicly available registers. 	<p>Public Website DofE</p> <p>School Hardcopy</p> <p>School Hardcopy School Hardcopy</p> <p>School Hardcopy</p> <p>School Hardcopy</p>	<p></p> <p>£</p> <p>£</p> <p>£</p> <p>£</p>
<p><u>Class 7 - The services we offer</u></p> <p>Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p> <ul style="list-style-type: none"> • 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. 	<p>School Website www.tewincowper.herts.sch.uk.</p>	<p></p>

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 Head Teacher.

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.ico.gov.uk

Tewin Cowper Church of England Primary School VA

Freedom of Information Publication Scheme

Appendix A – Further documents held by the school

Name of Document	Description

SCHEDULE OF CHARGES Appendix B

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Minimum admin
	Photocopying/printing @ 10p per sheet (colour)	Minimum admin
	Postage	Actual cost of Royal Mail 2 nd class at the time of postage
Statutory Fee	In accordance with the relevant legislation	Statutory Fee
Other		

Monitoring and Review

This policy will be reviewed, as delegated by the governing Body, every two years, or earlier if considered necessary.