



Freedom of Information

Reviewed: March 2015

By: Learning and Teaching Team

Agreed: Governor's Meeting – 25/03/2015

Next review date: March 2017

Introduction

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, with effect from 1 January 2009.

The model commits a public authority to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the 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

All information in our publication scheme is available in paper form.

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. (National).

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'.

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

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.teynham.kent.sch.uk

Email: office@teynham.kent.sch.uk

Tel: **01795 521217**

Contact Address: **Teynham Parochial CEP School, Station Road, Teynham, Kent, ME9 9BQ**

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

“PUBLICATION SCHEME REQUEST”

Parents/carers will receive an annual information data parental permission slip- asking for photographs of children to appear on the school website or in the local press, or on local radio. On the school website the name of the child is never given with the photo.

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, Teynham Parochial CEP School**

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:

Website : www.informationcommissioner.gov.uk

Guide to information available from Teynham Cof E Primary School under the model publication scheme

| Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”. | How the information can be obtained | Cost |
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| | (hard copy and/or website) | |
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | Website | Nil |
| Who's who in the school | Website School office | Nil |
| Who's who on the governing body / board of governors and the basis of their appointment | website | Nil |
| Instrument of Government / Articles of Association | Governors file | Nil |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Website School office | Nil |
| School prospectus / handbook | Website | Nil |
| Staffing structure | Website | Nil |
| School session times and term dates | Website School office | Nil |
| Address of school and contact details, including email address. | Website School office | Nil |

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| <p>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)</p> <p>Current and previous financial year as a minimum</p> | (hard copy and/or website) Governors file | Nil |
| Annual budget plan and financial statements | Governors file | Nil |
| Capital funding | Governors file | Nil |
| Financial audit reports | Governors file | Nil |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Governors file | Nil |
| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). | Governors file | Nil |
| Pay policy | Website | Nil |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories. | N/A | |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. | Governors file | Nil |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | Governors file | Nil |

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| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p> | <p>(hard copy or website)</p> <p>School Improvement Plan Priorities outlined on school website</p> | <p>Nil</p> |
| <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report | <p>Website</p> | <p>Nil</p> |
| <p>Performance management policy and procedures adopted by the governing body.</p> | <p>Governors file</p> | <p>Nil</p> |
| <p>Performance data or a direct link to it</p> | <p>Website</p> | <p>Nil</p> |
| <p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p> | <p>Governors file or website if current</p> | <p>Nil</p> |
| <p>Safeguarding and child protection</p> | <p>Website, safeguarding file in staff room</p> | <p>Nil</p> |
| <p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p> | <p>(hard copy or website)</p> <p>Governors file</p> | <p>Nil</p> |

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| Admissions policy/decisions (not individual admission decisions) – where applicable | Website | Nil |
| Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings). | Governors file | Nil |
| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.</p> | (hard copy or website) Website | Nil |
| Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) | Main office | Nil |
| Charging regimes and policies. | Website | Nil |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p> | (hard copy or website; some information may only be available by inspection) Office SIMs | Nil |
| Curriculum circulars and statutory instruments | Governor file | Nil |
| Disclosure logs | Heads office | Nil |

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| Asset register | Main office | Nil |
| Any information the school is currently legally required to hold in publicly available registers | Main office | Nil |
| 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 or website; some information may only be available by inspection) Website | Nil |
| Extra-curricular activities | Website | Some charges may occur |
| Out of school clubs | Website | Some charges may occur |
| School publications, leaflets, books and newsletters | Website or school office | Nil |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | | |
| <ul style="list-style-type: none"> • a statement of the school's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils | Website | Nil |

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| <ul style="list-style-type: none">• information about the school's policy on providing for pupils with special educational needs• number of pupils on roll and rates of pupils' authorised and unauthorised absences | | |
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