



## DOWNVIEW PRIMARY SCHOOL'S PUBLICATION SCHEME

### (Freedom of Information Policy)

The Model Publication Scheme commits **Downview Primary School** to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the School. A separate 'Guide to Information' has been published. (Appendix)

#### **The scheme commits the school:**

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

#### **Classes of Information**

##### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

##### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

##### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

##### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

##### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.



### **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of the school, information will be provided on the website.

Where it is impracticable to make information available on the 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. In 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 the school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

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 authority 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 packaging
- the costs directly incurred as a result of viewing information
- the cost of any translation to other languages

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.

### **Written Requests**

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. To make a request please write to:

**The Chair of Governors  
Downview Primary School  
Wroxham Way  
Felpham  
West Sussex  
PO22 8ER**

[office@downviewprimary.co.uk](mailto:office@downviewprimary.co.uk)

Date: Summer term 2017

Review: Spring 2018 in preparation for the GDPR, which will apply in the United Kingdom from 25 May 2018



## Appendix

### Guide to Information Document

For the avoidance of doubt, this document covers all schools in England that are subject to the Freedom of Information Act 2000 (FOIA), including academies and free schools. If the information is only held by another public authority, the school should provide details of where to obtain it.

### Who we are and what we do

This includes organisational information, structures, locations and contacts.

Articles of Association	Available on the school's website
An outline of the school curriculum	Available on the school's website
Governing body - the names of the governors, the basis on which they have been appointed along with details of how to contact them via the school.	Available on the school's website
Staff structure and names	Available on the school's website
School sessions times and term dates	Available on the school's website
Location and contact information - The address, telephone number, email address and website for the school together with the names of key personnel.	Available on the school's website

### 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 are available.

Annual budget plan and financial statements	Available from our school as a hard copy
Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.	Available from our school as a hard copy Additionally available on the school's website within the accounts
Details of items of expenditure over £5000, including costs, supplier and transaction information - This should be published at least annually but at a more frequent quarterly or six-monthly interval where it is practical for schools to do so.	Available from our school as a hard copy Additionally available on the school's website within the accounts



<p>Capital funding Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.</p>	<p>Available from our school as a hard copy  Additionally available on the school's website within the accounts</p>
<p>Financial audit reports</p>	<p>Available on the school's website</p>
<p>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.</p>	<p>Available from our school as a hard copy</p>
<p>Pay policy - The statement of the school's policy and procedures regarding teachers' pay.</p>	<p>Available from our school as a hard copy</p>
<p>Staff allowances and expenses - Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purposes of this document "senior staff" means staff on the Senior Management or Leadership Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum.</p>	<p>Available from the school as a hard copy  Additionally available on the school's website within the accounts</p>
<p>Staff pay and grading - The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.</p>	<p>Available from the school as a hard copy  Additionally available on the school's website within the accounts</p>
<p>Governors allowances Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Available from the school as a hard copy  Additionally available on the school's website within the accounts</p>



## **What our priorities are and how we are doing**

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

Performance data supplied to the government	Available from our school website
Latest Ofsted report - The school should provide a link to its report on the Ofsted website.	Available from our school website
Performance management information - Performance management policy and procedures adopted by the governing body.	Available from the school as a hard copy
The school's future plans	Available from our school website
Safeguarding and child protection The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.	Available from our school website

## **How we make decisions**

Decision-making processes and records of decisions.

We would expect information in this class to be available at least 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. We would not expect individual admission decisions to be published, but we would expect information on application numbers/patterns of successful applicants (including criteria on which applications were successful) to be published if this information is held by the school. If the school is not its own admissions authority, it should provide an appropriate link to the local authority.	Available from the school as a hard copy
Minutes of meetings of the governing body and its 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.	Available from the school as a hard copy



### Our policies and procedures

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

We would expect information in this class to be current only.

Records management and personal data - This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.	Available from our school website
Equality and Diversity This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.	Available from our school website
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.	Available from the school as a hard copy
Charging regimes and policies 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.	Available from our school website

### Lists and registers

Curriculum circulars and Statutory Instruments (for example Regulations), Departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	Available from our school as a hard copy
If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Available from our school as a hard copy
Asset register We would expect some information from capital asset registers to be available, if such registers are held.	Available from our school as a hard copy



### The services we offer

Information about the services the school provides including leaflets, guidance and newsletters. Generally this is an extension of part of the first class of information and may also relate to information covered in other classes.

Extra-curricular activities	Available from our school website
Out of school clubs	Available from our school website
School publications	Available from our school website
Services for which the school is entitled to recover a fee, together with those fees	Available from our school website
Leaflets, booklets and newsletters	Available from our school website