



SARRATT CHURCH OF ENGLAND PRIMARY SCHOOL
Freedom of Information Publication Scheme

Laying the foundations for our children to be confident, respectful and to achieve their full potential.

Date of Review:	January 2019
Next Review Date:	January 2021
Date of Governing Body Approval:	March 2019
STATUTORY POLICY 02.15	
Approval: Governing body free to determine implementation	Review frequency: Governing body free to determine

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 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.

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.

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.

Email: admin@sarratt.herts.sch.uk

Tel: 01923 262003

Fax: 01923 728083

Contact Address: Sarratt Church of England School, The Green, Sarratt, Hertfordshire. WD3 6AS

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

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard Copy	£
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.	Hard Copy	£
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.	Hard Copy	£
Governing Body The names, and contact details of the governors should be available and the basis on which they have been appointed.	Website	
School session times and term dates Details of school session times and dates of school terms and holidays.	Website	
Location and contact information The address, telephone number and website for the school together with the names of key personnel.	Website	

Class 2 - What we spend and how we spend it	(hard copy and/or website)	£
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.		
Annual budget plan and financial statements	Hard Copy	£
Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.		
Capital funding	Hard Copy	£
Details of the capital funding allocated to the school together with information on related building projects and other capital projects.		
Additional Funding	Hard Copy	£
Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)		
Procurement and contracts	Hard Copy	£
Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.		
Pay policy	Hard Copy	£
The statement of the school's policy and procedures regarding teachers' pay.		
Staffing and grading structure	Hard Copy	£
Governors allowances		
Details of allowances and expenses that can be claimed or incurred.		
	Hard Copy	£

Class 3 - What our priorities are and how we are doing	Website	£
Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum		

Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included.

Government-supplied performance data	Website	
Ofsted Inspection Reports	Website	
Performance management information	Hard copy	£
Performance management policy and procedures adopted by the governing body.	Hard copy	£
Schools future plans	Website	
Any major proposals for the future of the school involving, for example, consultation or a change in school status.	Website	
Child protection	Website	

Class 4 – How we make decisions.
Current and previous three years as a minimum.

Admissions policy / decisions	(hard copy and/or website)	£
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	(hard copy and/or website)	£
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		

Class 5 - Our policies and procedures	(hard copy and/or website)	£
Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only		
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.	(hard copy and/or website)	£
Pupil and Curriculum policies	(hard copy and/or website)	£
This will 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	(hard copy and/or website)	£
This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.		
Equality and diversity	(hard copy and/or website)	£
This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.		
Policies and procedures for the recruitment of staff	(hard copy and/or website)	£
If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.		
Charging regimes and policies	(hard copy and/or website)	£
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		

Class 6 - Lists and registers (hard copy and/or website) £
Currently maintained list and registers only.

Curriculum circulars and statutory instruments Hard Copy £
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

Disclosure logs 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.

Asset register Hard Copy £
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. Hard Copy £

The services we offer Hard Copy £
Information about the services the school provides including leaflets, guidance and newsletters. Current information only.

Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: (hard copy and/or website) £

- **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.**

Our website is at www.sarratt.herts.sch.uk

7. 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