

BINSTEAD PRIMARY SCHOOL

FREEDOM OF INFORMATION

PUBLICATION SCHEME

Date reviewed April 2015

Signed: *C. Conder*

Review Date: SPRING 2020

BINSTEAD PRIMARY SCHOOL PUBLICATION SCHEME

The Publication Scheme commits Binstead 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 and can be accessed via the website.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, 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 school.

The Services we Offer.

Advice and guidance, booklets and leaflets. 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 a website.

Where it is impracticable to make information available on a 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 an authority 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

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
Binstead Primary School
Hazelmere Avenue
Binstead
Ryde
Isle of Wight
PO33 3SA

Email: binsteadpri@lineone.net

Freedom of Information

Guide to information available from Binstead Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	Prospectus – hard copy and website	
Who's who in the school	Prospectus – hard copy and website	
Who's who on the governing body and the basis of their appointment	Prospectus – hard copy and website	
Instrument of Government	By request – School Office	
Contact details for the Head teacher and for the governing body	Headteacher – Miss Alison Mosedale Contact through the School Office. All governors can be contacted via the school office or via the Clerk to Governors	
School prospectus	School Office and Website	
Staffing structure	Prospectus – hard copy and website	
School session times and term dates	Prospectus – hard copy and website	

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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) Current and previous financial year as a minimum</p>	<p>Hard copy on request</p>	
<p>Annual budget plan and financial statements</p>		
<p>Capitalised funding</p>		
<p>Additional funding</p>		
<p>Procurement and projects</p>		
<p>Pay policy</p>	<p>School Office (to view)</p>	<p>Free</p>
<p>Staffing and grading structure</p>	<p>School Office (to view)</p>	
<p>Governors' allowances</p>		
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>	<p>Hard copy or website</p>	
<p>School profile <input type="checkbox"/> Government supplied performance data <input type="checkbox"/> The latest Ofsted report - Full report</p>	<p>LA website – iwight.com Ofsted website Hard copy</p>	<p>Free Free 10p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>School Office (to view) Hard copy on request</p>	<p>Free 10p per sheet</p>

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>LA website – iwght.com</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>School Office (to view) Hard copy on request</p>	<p>Free 10p per sheet</p>
<p>Minutes of meetings (as above)</p>	<p>School Office (to view) Hard copy on request</p>	<p>Free 10p per sheet</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>School policies including for example:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Charging and remissions policy <input type="checkbox"/> Health and Safety <input type="checkbox"/> Complaints procedure <input type="checkbox"/> Staff conduct policy <input type="checkbox"/> Discipline and grievance policies <input type="checkbox"/> Equality and diversity policies 	<p>School Office (to view) Website Hard copy on request</p>	<p>Free Free 10p per sheet</p>

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<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Home-school agreement <input type="checkbox"/> Curriculum <input type="checkbox"/> Sex education <input type="checkbox"/> Special educational needs <input type="checkbox"/> Accessibility <input type="checkbox"/> Race equality <input type="checkbox"/> Collective worship <p>Pupil discipline</p>	<p>School Office (to view)</p> <p>Website</p> <p>Hard copy on request</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information security policies <input type="checkbox"/> Records retention destruction and archive policies <input type="checkbox"/> Data protection (including information sharing policies) 	<p>School Office (to view)</p> <p>Website</p> <p>Hard copy on request</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. 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.</p>	<p>School Office (to view)</p> <p>Website</p> <p>Hard copy on request</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>

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<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>Meet with Headteacher to discuss request</p>	
<p>Curriculum circulars and statutory instruments</p>		
<p>Disclosure logs</p>		
<p>Asset register</p> <p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>		
<p>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</p>	<p>(Hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website, Prospectus, newsletter, via letters</p>	
<p>Out of school clubs</p>	<p>Website, Prospectus, newsletter, via letters</p>	
<p>School publications</p>	<p>Website, Prospectus, newsletter, via letters</p>	
<p>Leaflets, books and newsletters</p>	<p>Website, hard copy</p>	

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SCHEDULE OF CHARGES This describes how the charges have been arrived at and is published as part of the guide.		
TYPE OF CHARGE DESCRIPTION BASIS OF CHARGE Disbursement cost		
	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
	Statutory Fee	In accordance with the relevant legislation (quote the actual statute)
Other		