

Rangeworthy C. of E Primary School Freedom of Information Publication 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 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. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

3. 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'. These are contained in section 6 of this scheme.

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.
- *School Profile and other information relating to the governing body* – information published in the School Profile 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.

4. 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: **rangeworthyprimary@sgmail.org.uk**

Tel: 01454 228425

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

5. 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. 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.



Rangeworthy CEVC Primary School Freedom of Information Guidance

Information to be published	How the information can be obtained	Cost
1. Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(Website) www.rangeworthyprimaryschool.co.uk	
Who's who in the school	Hard copy (Office)	10p per sheet
Who's who on the governing body and the basis of their appointment	Hard copy available (Clerk to Governors) and on website	10p per sheet
Instrument of Government	Hard copy available (Clerk to Governors)	10p per sheet
Contact details for the Head teacher and for the governing body	Please contact the school office, who will pass your message on to the relevant person.	
School prospectus	Hard copy available and on website	
Head Teacher's Reports	Hard copy available (Clerk to Governors)	10p per sheet

Staffing structure	Hard copy available also printed in newsletters	10p per sheet
School session times and term dates	Hard copy available and on website also printed in newsletters	10p per sheet
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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy available without confidential details	10p per sheet
Capitalised funding	Hard copy available without confidential details	10p per sheet
Additional funding	Hard copy available without confidential details	10p per sheet
Procurement and projects	Hard copy available without confidential details	10p per sheet
Pay policy	Hard copy available	10p per sheet
Staffing and grading structure	Hard copy available without confidential details	10p per sheet
Governors' allowances	Not applicable	
3. What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> Summary Full report 	N/A (small school) On website and hard copy available	10p per sheet £2 per report
Schools future plans	SDP overview available (hard copy)	10p per sheet
4. How we make decisions	(hard copy or website)	

(Decision making processes and records of decisions)		
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copy available and on LA website	10p per sheet
Agendas of meetings of the governing body and its sub-committees	Hard copy available (Clerk to Governors)	50p per meeting
Minutes of meetings (as above) – N.B this will exclude information that is properly regarded as private and confidential to the meetings.	Hard copy available and on website(Clerk to Governors)	
5. Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and grievance policies • Information request handling policy(this document) • Equality and diversity (including equal opportunities) policies • Safe recruitment policy 	All available as hard copies certain policies included on website	10p per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Relationship and Sex Education • Special educational needs • Accessibility plan • Collective worship • Positive Behaviour and exclusions 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention destruction and archive guidelines (LA) • Data protection (including information sharing policies) 	Hard copy available to view	

6. Lists and Registers Currently maintained lists and registers only	(hard copy; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy available for inspection only or available from DFE website	
Asset register	Hard copy available for inspection only	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy available for inspection only	
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)	
Extra-curricular activities	All available in newsletters for all parents and sent out with children as and when applicable	Free
Out of school clubs		
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters		

Contact details: **The Head teacher**
Rangeworthy CEVC Primary School
Wotton Road
Rangeworthy
Bristol
BS37 7ND

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

If additional work is required to fulfil your request, an estimate of cost will be given prior to work commencing. Guidance may be sought from the Local Authority before sharing information

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