

Nailsworth C of E Primary School

Publication Scheme



Change History	Summary of Key Changes
June 2019.	Updated by EG to new ICO format.

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Nailsworth C of E Primary School Publication Scheme

The Model Publication Scheme commits Nailsworth C of E 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 ***Freedom of Information Policy*** has been published and can be accessed via the website or in hard copy on request from the school office.

1. What information is available?

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 authority 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 authority 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.

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner's Office (ICO).

The ICO would expect schools to make the information in this document available **unless**:

- we do not hold the information;
- the information is exempt under one of the Freedom of Information (FOI) exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

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 on request from the school office.

Some information which we hold may not be made public, for example personal information. This information is restricted under the General Data Protection Regulations (GDPR). We have a separate policy in relation to this which is available on our website or in hard copy on request from the school office

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are outlined below, under Paying for Information.

2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by email:

Email: admin@nailsworth.gloucs.sch.uk

Written Requests for 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, Nailsworth C of E Primary School, Nympsfield Rd, Nailsworth, Stroud GL6 0EU**

Email: chair@nailsworth.gloucs.sch.uk

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 the computer available for parents in our school foyer, a local library or an Internet café.

The cost of providing a paper document is 10p a page plus the cost of 2nd class postage. A charge will be made at the time of request.

4. Our Publication Scheme:

Information to be published	How the information can be obtained
<p>CLASS 1 – WHO WE ARE AND WHAT WE DO <i>(Organisational information, structures, locations and contacts - current information)</i></p> <ul style="list-style-type: none"> Instrument of Government <i>The Instrument of Government is the document which records the name and category of the</i> 	<p>Hard copy from School.</p> <p>Website/hard copy from School</p>

<p><i>school and the name and constitution of its governing body.</i></p> <ul style="list-style-type: none"> • School prospectus <ul style="list-style-type: none"> ▪ <i>information about the implementation of the governing body's policy on pupils with special educational needs (SEN): SEND Policy</i> ▪ <i>a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan: SEND Policy and Accessibility Policy and Plan</i> ▪ <i>Governing Body - names, and contact details of the governors and the basis on which they have been appointed</i> ▪ <i>School session times and dates of school terms and holidays</i> ▪ <i>Location and contact information: the address, telephone number and website for the school together with the names of key personnel</i> ▪ <i>Extra-curricular activities & clubs</i> ▪ <i>School newsletters.</i> 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>
<p>CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT <i>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years)</i></p> <ul style="list-style-type: none"> • Annual budget plan and financial statements <i>Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</i> • Capital funding <i>Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</i> • Procurement and contracts <i>Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</i> • Pay policy 	<p>Hard copy from School</p> <p>Hard copy from School</p> <p>Hard copy from School</p> <p>Hard copy from School</p> <p>Hard copy from School</p>

<p><i>The statement of the school's policy and procedures regarding teachers' pay.</i></p>	
<p>CLASS 3 - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i></p> <ul style="list-style-type: none"> • School profile <ul style="list-style-type: none"> ▪ <i>Government-supplied performance data</i> ▪ <i>Full Ofsted report</i> ▪ <i>Performance management information: Performance management policy and procedures adopted by the governing body.</i> • Schools future plans • Child protection <i>Policy and procedures, names and contacts for the designated safeguarding leads, emergency contacts and our offer of early help</i> 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website Hard copy from School</p> <p>Hard copy from School</p> <p>Website</p>
<p>CLASS 4 - HOW WE MAKE DECISIONS <i>(Decision-making processes and records of decisions. Current and previous three years)</i></p> <ul style="list-style-type: none"> • Admissions policy <ul style="list-style-type: none"> ▪ <i>The school's admission arrangements and procedures, together with information about the right of appeal;</i> ▪ <i>information on application numbers/patterns of successful applicants.</i> • Minutes of meetings of the Governing body and its sub-committees <i>(with the exception information that is properly considered to be confidential)</i> 	<p>Hard copy from School</p> <p>Website</p> <p>Hard copy from School</p> <p>Hard copy from School</p>
<p>CLASS 5 - OUR POLICIES AND PROCEDURES <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <ul style="list-style-type: none"> • School policies <ul style="list-style-type: none"> ▪ <i>E.g. charging and remissions policy, health and safety and risk assessment, complaints procedure, freedom of information.</i> 	<p>Website</p> <p>Hard copy from School</p>

<ul style="list-style-type: none"> ▪ <i>Staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan.</i> • Pupil and Curriculum policies <ul style="list-style-type: none"> ▪ <i>Including: home-school agreement, relationship (and sex) education, special educational needs and disabilities, accessibility, equality, collective worship.</i> • Policies and procedures for the recruitment of staff (including details of current vacancies) • Charging regimes and policies 	<p>Website</p> <p>Website/Hard copy from School</p> <p>Website</p>
<p>CLASS 6 - LISTS AND REGISTERS</p> <ul style="list-style-type: none"> • Asset register <i>capital assets</i> • The services we offer <i>(e.g. leaflets, guidance and newsletters)</i> 	<p>Hard copy from School</p> <p>Website</p>

5. 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 at Nailsworth C of E Primary 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:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700, email: publications@ic-foi.demon.co.uk

Website: www.ico.gov.uk