



Parrett and Axe CE VA Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

Reviewed April 2024

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 available in paper form. Increasingly, information will be available for you on our website to download and print off.

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

At Parrett and Axe we aim:

- To provide a secure Christian environment in which consideration and respect for self and others, including the wider community, can be fostered
- To encourage and support each child to achieve the highest standards of which he or she is capable in all areas of academic and personal development
- To foster a positive and responsible attitude in children towards their environment 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.
- *Governors' Documents* – information published in 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 or letter. Contact details are set out below. Some documents are available from our website at www.mosterton.dorset.sch.uk

Email: office@mosterton.dorset.sch.uk

Tel: 01308 868492

Contact Address: Fair Oak Way, Mosterton, Beaminster, Dorset, DT8 3JQ

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.

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 otherwise in section 6. 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.

6. Classes of Information Currently Published

Who we are and what we do

Organisational information, structures, locations and contacts

Information in this class will be current information only.

- **Instrument of government or articles of association**
- **School Prospectus** – this section sets out information published in the school prospectus. The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):
 - the name, address and telephone number of the school, and the type of school
 - the names of the head teacher and chair of governors
 - information on the school policy on admissions
 - a statement of the school's ethos and values
 - details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
 - information about the school's policy on providing for pupils with special educational needs

- number of pupils on roll and rates of pupils' authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- the arrangements for visits to the school by prospective parents

- **Governing body**

Make available the names of governor, and the basis on which they have been appointed, along with details of how to contact them via the school

- **Information about and duties of the governors**

Publish information on your governing body in accordance with the relevant statutory guidance

- **School session times and term dates**

Provide details of school session times and dates of school terms and holidays

- **Location and contact information**

Provide the address, telephone number, email and website address for the school, together with the names of key personnel. Also provide the names and positions of all staff, and how they may be contacted via the school.

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Make available the financial information for the current and previous two financial years.

- **Annual budget plan and financial statements**

Provide details of the sources of funding and income you receive by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and your annual income and expenditure returns.

- **Expenditures**

Provide details of items of expenditure over £5,000, including costs, supplier and transaction information. Publish this at least annually or, if practical for you to do so, on a quarterly or six-monthly interval.

- **Capital funding**

Provide information on major plans for capital expenditure, details of the capital funding allocated to or by you together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts.

- **Financial audit reports**

- **Procurement and contracts**

Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process

- **Staff allowances and contracts**

Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with your policies, practices and procedures. As a minimum, include travel, subsistence and accommodation.

- **Staff pay and grading structures**

You can provide this as part of your organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.

- **Governors allowances**

Provide details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

- **Premiums or other forms of financial support available**

Provide details of any pupil premium funding you receive and how you spend it.

What our priorities are and how we are doing

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

As a minimum, information in this class to be current information only. Include details of any other reports or recorded information showing your planned or actual performance. If the information is readily and publicly available via an external website, you can provide a direct link to that.

- **Performance data supplied to the government**

- **Latest Ofsted report**

- **Performance management information**

Performance management policy and procedures adopted by your governing body.

- **Future plans**

Any major proposals on future plans involving, for example a consultation on a change in school status.

- **Exam and assessment results**

- **Performance tables**

Include a link to performance tables page.

- **Data protection impact assessments (in full or summary format) or any other impact assessments (e.g. health and safety impact assessments, equality impact assessments), as appropriate and relevant.**

How we make decisions

Decision-making processes and records of decisions.

Make information in this class available for at least the current and previous 3 years.

- **Admissions policy and decisions**

Provide details about your admission arrangements and procedures, together with information about the right of appeal. You don't have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If you are not your own admissions authority, provide an appropriate link to the local authority.

- **Minutes of meetings of the governing body and its committees**

Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. Information in this class to be current only.

- **School policies and other documents**

Include policies such as behaviour, anti-bullying, eSafety, special educational needs policies. As a minimum, include policies, procedures and documents that you are required to have by statute, by your funding agreement or equivalent. Include the required policies recommended by the Department for Education. Also include policies and procedures for handling requests for information and operating the publication scheme.

- **Records management, personal data and access to information policies**

Include information security policies, records retention, destruction and archive policies and data protection (including data sharing and CCTV usage) policies.

- **Equality and diversity**

Include policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty.

- **Safeguarding and child protection**

The policies and procedures you put in place to ensure that you exercise your functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State

- **Pay policy**

The statement of the pay policy and procedures regarding teachers' pay.

- **Health and safety**

- **Policies and procedures for human resources and the recruitment of staff**

Make details of current vacancies readily available, if they are advertised as part of recruitment policies.

- **Careers programme information**

- **Complaints procedures, including for dealing with parental complaints**

- **Charging regimes and policies**

Provide details of any statutory charging regimes, including charging for school activities. Include charging policies about charges made for information routinely published. Clearly state what costs you are recovering, the basis on which you make them, and how they are calculated. If you charge a fee for licensing the re-use of datasets, state in your guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the Open Government Licence.

Lists and registers

Information to be in currently maintained lists and registers only.

- **Curriculum circulars and statutory instruments**

Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum.

- **CCTV**

Details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf. You should decide on the level of detail which is appropriate. This could be by building or more general geographic locations, eg postcodes or partial postcodes, depending on the security issues raised.

- **Disclosure logs**

If you produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice.

- **Asset register**

Make available some information from capital asset registers, if you hold such registers.

- **Any information you are currently legally required to hold in publicly available registers**

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. Examples of services you could include here are:

- **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**

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 Headteacher, Parrett and Axe CE VA Primary School, Fairoak Way, Mosterton, Beaminster, Dorset, DT8 3JQ. 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 E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

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Annex A – Further documents held by the school

Name of Document	Description
School Improvement Plan	Annually updated plan
Financial Management and Monitoring	LA Policy
Homework Policy	Regularly reviewed by all parties

Reviewed by the Resources Committee

Next review: