

Freedom of Information Act 2000

Guide to Information provided by schools under the model publication scheme

Introduction

This document details information the Information Commissioner's Office (ICO) expects schools to publish to meet our commitment under the publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for all public authorities that are subject to FOIA to adopt, including schools.

The model publication scheme commits schools to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

Information included in the Guide to Information

This document lists the information we hold and will routinely make available. It also explains how it can be accessed and whether or not a charge will be made for it.

Fees and charging

Information available through our publication scheme should be readily available at a low or at no cost to the public. Any charges will be justifiable, clear and kept to a minimum.

Charges may be incurred for activities such as printing, photocopying and postage as well as information that we are legally authorised to charge for. We will inform anyone requesting information of any charge before it is provided.

Model publication scheme

The table below identifies the specific information the ICO expects schools to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from **Oughtrington Primary School** under the model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>On the school website School Prospectus Hard copy</p>	£0
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>On the school website Hard copy</p>	£0
<p>Head teacher's contact details</p>	<p>On the school website On the Beam Trust website Hard copy</p>	£0
<p>Who's who in the school/academy</p>	<p>On the school website School Prospectus Hard copy</p>	£0
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p>	<p>On the school website Hard copy</p>	£0

Governing body's contact details		
For academies: Trustees' contact details	On the school website On the Beam Trust website Hard copy	£0
For academies: Trustee who's who	On the school website On the Beam Trust website Hard copy	£0
Instrument of Government / Articles of Association	On the school website Hard copy	£0
School/academy prospectus	On the school website Hard copy	£0
School/Academy session times and term dates	On the school website Hard copy	£0
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	On the Beam Trust website Hard copy	£0
Annual budget and financial statements	On the Beam Trust website Hard copy	£0
For academies: Annual accounts	On the Beam Trust website Hard copy	£0
Capital funding	On the Beam Trust website Hard copy	£0
Financial Audits reports	On the school website On the Beam Trust website Hard copy	£0
	Hard copy	£0

Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)		
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	On School and Trust website and hard copy	£0
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy	£0
For academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Hard copy	£0
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	£0
Procurement and contracts we have entered into	Hard copy	£0
Details of any premiums we receive such as Pupil premium.	On the school website Hard copy	£0
Class 3 – What our priorities are and how we are doing	On the school website On the Beam Trust website Hard copy	£0

Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
Annual Report	On the school website On the Beam Trust website Hard copy	£0
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>) - Summary - Full report - Post-inspection action plan	On the school website Hard copy	£0
Exam and assessment results	On the school website	£0
Performance tables	Hard copy	£0
Careers programme information	Not held	£0
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	On the school website On the Beam Trust website Hard copy	£0
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	On the school website Hard copy	£0
Data Protection impact assessments (in full or summary format) or any	Hard copy	£0

other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>	Hard copy	£0
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	On the school website Hard copy	£0
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	On the school website Hard copy	£0
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	On the school website Hard copy	£0
	On the school website Hard copy	£0

School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.		
Safeguarding and child protection, including protecting children's personal data	On the school website Hard copy	£0
Equality and Diversity	On the school website Hard copy	£0
Policies and procedures relating to recruitment and human resources	On the school website On the Beam Trust website Hard copy	£0
Special educational needs	On the school website Hard copy	£0
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	On the school website On the Beam Trust website Hard copy	£0
Pay Policy	On the school website Hard copy	£0
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	On the school website Hard copy	£0
Charging regimes and policies	On the school website On the Beam Trust website	£0

	Hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard copy	£0
Curriculum circulars and statutory instruments	On the school website Hard copy	£0
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy	£0
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy	£0
Asset register and Information Asset register	Hard copy	£0
Any information we are currently legally required to hold in publicly available registers	Hard copy	£0
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	On the school website Hard copy	£0

Extra-curricular activities	On the school website Hard copy	£0
Out of school/academy clubs	On the school website Hard copy	£0
Services for which we are entitled to recover a fee, together with those fees	Hard copy	£0
Requests for paper copies of information	Hard copy	£0
Our publications, leaflets, books and newsletters	On the school website Hard copy	£0
Additional Information Any information that is not itemised in the lists above	On the school website Hard copy	£0