

Rhodes Avenue Primary School

Freedom of Information Publication Scheme
Autumn 2016



RHODES AVENUE
PRIMARY SCHOOL

Freedom of Information Publication Scheme

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Context

This publication scheme commits Rhodes Avenue Primary School (hereafter referred to as the 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, (and at **Appendix 1**), where this information is held by the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Rhodes Avenue makes the commitment to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Rhodes Avenue Primary School and falls within the classifications below;
- specify the information which is held by the school and falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;
- review and update on a regular basis the information the school makes available under this scheme;
- produce a schedule of any fees charged for access to information which is made proactively available;
- make this publication scheme available to the public;
- publish any dataset held by the school that has been requested, and any updated versions it holds, unless it is satisfied that it is not appropriate to do so;
- publish the dataset where reasonably practicable, in an electronic form that is capable of re-use and;
 - if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the *Re-use of Public Sector Information Regulations* (2015), if they apply, and otherwise under the terms of the *Freedom of Information Act* (2000), Section 19.

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 authority.

The services we offer

- Advice and guidance, booklets and leaflets, transactions and media releases.

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 (2000)*, 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 outlines in this policy 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 our 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, we 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 the school is legally required to translate any information, we 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 school 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;
- making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the *Re-use of Public Sector Information Regulations (2015)*, where they apply, or with regulations made under Section 11B of the Freedom of Information Act (2000), or with other statutory powers of the school.

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. Further detail is set out at **Appendix 2**.

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 (2000)*.

Complaints

Any complaints about the application or operation of this Policy will be dealt with in accordance with the School's Complaint's Policy which can be downloaded from the school's website or hard copies can be collected from the school office.

Equalities

Rhodes Avenue will ensure that it complies with its duties under the *Equality Act 2010* and have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the above mentioned Act.

Links with other policies and documents

- Safeguarding;
- Keeping Children Safe in Education (2016)
- Whistleblowing;
- Communications;
- Safe Use of Images;
- Statutory website publishing guidance.

Procedures for policy monitoring and dissemination

This policy will be reviewed according to the Governing Body's schedule of policies. All members of staff and Governors will receive a copy of this policy. A copy will be available to download from the school's website and a hard copy will be available from the school office.

Staff responsible:

Headteacher
Deputy Headteacher
Co-Vice Chair
Communication Committee

Appendix 1.

Guide to information available from Rhodes Avenue School under the publication scheme. (See Appendix 2 for associated costs)

Class 1 - Who we are and what we do Organisational information, structures, locations and contacts	How information is published
Who's who in the school	Hard copy/website
Names of Governing body, its structure and Governors responsibilities, committee membership, financial and business interests	Hard copy/website
Instrument of Government	Hard/digital copy
School contact details for the Head teacher/Governing body	Hard copy/website
Governors' Annual Report to Parents	Hard copy/website
Governors' Code of Practice	Hard copy/website
Full Governing Body Minutes Part 1	Hard copy/website
School Prospectus	Hard copy/website
Annual Report	Hard copy/website
Staffing structure	Hard/digital copy
School session times and term dates	Hard copy/website
School's ethos and values statement	Hard copy/website
Numbers on school role	Hard/digital copy
Information on admissions	Website Signposting
SEN Information Report (Section 69(2) Children and Families Act 2014)	Hard copy/website

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	How information is published
Annual budget plan and financial statements	Hard/digital copy
Capital funding	Hard/digital copy
Additional funding	Hard/digital copy
Charging and Remissions Policy	Hard copy/website
Procurement and contracts	Hard/digital copy
Pay policy	Hard/digital copy
Staffing and grading structure	Hard/digital copy
Governors' Allowances Policy	Hard copy/website
Governors' Register of Pecuniary Interests	Hard copy/website
Financial audit reports	Hard/digital copy
Staff allowances and expenses	Hard/digital copy
Pupil Premium	Hard copy/website
Sports Premium	Hard copy/website

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)	How information is published
School profile	Website
DfE Performance Tables	Hard copy/website
Ofsted's Data Dashboard	Hard copy/website
EYFS Data	Hard copy/website
Year 1 Phonics Data	Hard copy/website
Keys Stage 1 SATs results with national summary figures	Website
Key Stage 2 SATs results with national summary figures	Website

The Ofsted report <ul style="list-style-type: none"> • Summary • Full report 	Website
Performance management policy and procedures adopted by the governing body.	Hard/digital copy

Class 4 – How we make decisions Decision making processes and records of decisions. (Current and previous three years as a minimum)	How information is published
Admissions decisions (not individual admission decisions)	Hard copy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy/website
Minutes of governing body meetings (excluding information that is properly regarded as private to the meetings).	Hard copy/website

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How information is published
School policies including: <ul style="list-style-type: none"> • Charging and Remissions • Health and Safety • Business Continuity Plan • Premise Manager's Documents • Complaints Procedure • Staff Discipline Conduct and Grievance • Teacher/Support Staff Capability • Data Protection • Equalities • Absence and Punctuality • Safeguarding • Behaviour for Learning • Exclusion of Pupils • Looked After Children • Allegations of Abuse Against Staff • Whistleblower • Safer Recruitment 	Hard copy/website Hard copy/website Hard/digital copy Hard/digital copy Hard copy/website Hard/digital copy Hard/digital copy Hard/digital copy Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard/digital copy Hard/digital copy Hard copy/website
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies Data protection (including information sharing policies)	Hard/digital copy
Charging regimes and policies. (This includes details of any statutory charging regimes. Charging policies include charges made for information routinely published. They state what costs are to be recovered, the basis on which they are made and how they are calculated.)	Hard copy/website
Equality and Diversity <ul style="list-style-type: none"> • Equalities information and objectives statement • Family Friendly Policy 	Hard copy/website Hard/digital copy

Class 6 – Lists and Registers Currently maintained lists and registers only	How information is published (some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard/digital copy
Disclosure logs	Hard/digital copy
Asset register	Hard/digital copy
Any information the school is currently legally required to hold in publicly available registers (This does not include the Attendance Register)	Hard/digital copy

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	How information is published
Extra-curricular school activities	Hard copy/website
After School Provision	Hard copy/website
School publications	Hard copy/website
Services for which the school is entitled to recover a fee, together with those fees	Hard/digital copy
Leaflets books and newsletters	Hard copy/website

Additional Information	How information is published

Appendix 2

Contact details: Tracy Graham (Business Manager)

Tel. No. 020 8826 1898

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p 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		

* the actual cost incurred by the school