

Tonwell St Mary's CE Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

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 on our school website for you to download or is 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.

The governing body is responsible for maintaining this publication scheme.

2. Aims and Objectives

Our school aims are:

- Respect Christian values and belong to the community of school, church and parish
- Thrive in a happy, stable environment in which children are encouraged to realise their potential – as individuals
- Receive the highest quality of teaching and learning by means of a broad, balanced and creative curriculum
- Develop positive attitudes to work and all the tasks they undertake
- Be active participants in their learning

The aims are published on our website (hard copy available)

3. Categories of information published

The scheme covers information already published and information which is to be published in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme. All information in our publication scheme is either available 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 latest model scheme for schools approved by the Information Commissioner.

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: admin@tonwell.herts.sch.uk

Tel: **01920 462894**

Fax: **01920 469606**

Contact Address: **Tonwell St Mary's CE Primary School, Ware Road, Tonwell, Hertfordshire, SG12 OHN**

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 or 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

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
<p><u>Class 1 - Who we are and what we do</u> <i>(Organisational information, structures, locations and contacts)</i></p>	(website/hard copy from school office)	
<ul style="list-style-type: none"> • Instrument of Government The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. • School Information Although since September 2012 there is no longer a legal requirement to publish a prospectus we continue to maintain an on-line prospectus setting out school information for the benefit of parents and prospective parents. This is available in hard copy on request. Our school website is fully compliant with The School Information (England) (Amendment) Regulations 2012 which came into force on the 1st September 2012 and requires us to publish on the website information specified in Schedule 4 of those Regulations. A list of the information required under these Regulations is included at Appendix A • Governing Body The names, and contact details of the governors is be available and the basis on which they have been appointed. 	<p>Hard Copy</p> <p>Website and hard copy</p> <p>Website (hard copy on request)</p> <p>Website (hard copy on request)</p>	
<p><u>Class 2 - What we spend and how we spend it</u> <i>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.)</i></p>	(hard copy and/or website)	
<ul style="list-style-type: none"> • Annual budget plan and financial statements Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns. • Capital funding Details of the capital funding allocated to the school together with information on related building projects and other capital projects. • Additional Funding Any income generation schemes and other sources of funding. • Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have 	<p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p>	

Information to be published	How the information can be obtained	Cost
<p>gone through a formal tendering process.</p> <ul style="list-style-type: none"> • Pay policy The statement of the school's policy and procedures regarding teachers' pay. • Staffing and grading structure • Governors' allowances Details of allowances and expenses that can be claimed or incurred. 	<p>Hard Copy</p> <p>Hard Copy</p>	
<p><u>Class 3 - What our priorities are and how we are doing</u> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i></p>	<p>(hard copy and/or website)</p>	
<ul style="list-style-type: none"> • School performance profile <ul style="list-style-type: none"> - Government-supplied performance data - Summary of latest Ofsted report • Performance management information Performance management policy and procedures adopted by the governing body. • Schools future plans Any major proposals for the future of the school involving, for example, consultation or a change in school status. • Every Child Matters / child protection Central record of recruitment and vetting checks. Safeguarding and Child Protection arrangements Volunteers Safeguarding procedures Safe Recruitment arrangements Health & Safety arrangements 	<p>Website Link on website to Data Dashboard summary also to full report</p> <p>Hard Copy</p> <p>Website. Hard copy on requests. Note - personal information will not be released under a FOI request</p>	
<p><u>Class 4 - How we make decisions</u> <i>(Decision-making processes and records of decisions)</i></p>	<p>(hard copy and/or website)</p>	
<ul style="list-style-type: none"> • Admissions policy / decisions School Admission Policy and Processes Admission Appeals Arrangements <i>(Individual admission decisions will not be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.)</i> • Minutes of meetings of the Governing 	<p>Website and hard copy</p> <p>Hard Copy</p>	

Information to be published	How the information can be obtained	Cost
<p>body and its sub-committees Minutes, agendas and papers considered at such meetings will be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.</p>		
<p><u>Class 5 - Our policies and procedures</u> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p>	(hard copy and/or website)	
<ul style="list-style-type: none"> • School policies Health and Safety Policy Risk Assessment Policy Employee Code of Conduct Policy Complaints Policy & Procedure Grievance Policy Performance Appraisal and Pay Policy Capability Procedure Whistleblowing Policy • Pupil and Curriculum policies Home School Agreement Behaviour Policy Attendance Policy Accessibility Plan SEN Policy & Information Report Teaching and Learning Policy Religious Education Policy Sex and Relationships Education Policy Drugs Policy Marking and Feedback Policy • Records management and personal data policies Data Protection Policy Confidentiality Policy Freedom of Information Policy • Equality and diversity Single Equality Scheme and Equality Objectives Equal Opportunity Employment Policy Accessibility Plan • Policies and procedures for the recruitment of staff Central Record of Recruitment and Vetting Employee Appointments Policy Induction Policy 	All school Policies and procedures are either available on our website or available in hard copy on request	

Information to be published	How the information can be obtained	Cost
Safer Recruitment Policy <ul style="list-style-type: none"> • Charging regimes and policies School Charging and Remissions Policy 		
Class 6 - Lists and registers <i>(Currently maintained list and registers only)</i>	(hard copy and/or website)	
<ul style="list-style-type: none"> • Curriculum circulars and statutory instruments Statutory Instruments for example Regulations, departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum are held in school and will be made available on request • Disclosure logs The school maintains a record indicating the information provided in response to requests, This is available on request. • Asset register We maintain a capital asset register which is available to view. 	Website link or hard copy on request Hard Copy	
The services we offer Information about the services the school provides are signposted on the school website. Further information is available through the school office.		

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 **Mrs Diana Howarth, contact details available through the school office.**

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

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Appendix A

Every maintained school must publish specific information on its website to comply with [The School Information \(England\) \(Amendment\) Regulations 2012](#).

School contact details

Your school's website must include the following contact information:

- your school's name
- your school's postal address
- your school's telephone number
- the name of the member of staff who deals with queries from parents and other members of the public

Admission arrangements

You must do one of the following:

- publish your school's admission arrangements, explaining how you will consider applications for every age group, including:
 - arrangements you have in place for selecting the pupils who apply
 - your oversubscription criteria (how you offer places if there are more applicants than places)
 - an explanation of the process parents need to follow if they want to apply for their child to attend your school
- publish details of how parents can find out about your school's admission arrangements through your local authority

Ofsted reports

You must do one of the following:

- publish a copy of your school's most recent Ofsted report
- publish a link to the webpage where users can find your school's most recent Ofsted report

Exam and assessment results

Key stage 2 (KS2) results

You must publish the following details from your school's most recent KS2 results:

- percentage of pupils who achieved level 4 or above in reading, writing and maths
- percentage of pupils who have improved by 2 or more levels in reading, writing and maths between key stage 1 (KS1) and KS2
- percentage of pupils who achieved level 5 or above in reading and writing
- percentage of pupils who achieved level 5 or above in maths

Key stage 4 (KS4) results

You must publish the following details from your school's most recent KS4 results:

- percentage of pupils who achieved a C or above in GCSEs (or equivalent) in 5 or more subjects, including English and maths
- percentage of pupils who achieved the [English Baccalaureate](#)
- percentage of pupils who have achieved at least [the minimum expected levels of progress in English and maths between KS2 and KS4](#)

Performance tables

You must include a link to the [DfE school performance tables website](#).

Curriculum

You must publish the following information about your school's curriculum:

- the content of the curriculum your school follows in each academic year for every subject
- the names of any phonics or reading schemes you are using in KS1
- a list of the courses available to pupils at KS4, including GCSEs
- how parents or other members of the public can find out more about the curriculum your school is following

Behaviour policy

You should publish details of your school's behaviour policy.

The policy must comply with [section 89 of the Education and Inspections Act 2006](#). [Advice on developing and publishing your school's behaviour policy](#) is available.

Pupil premium

You must publish details of how your school spends its [pupil premium funding](#) and the effect this has had on the attainment of the pupils who attract the funding.

You must include the following:

- your pupil premium allocation for the current academic year
- details of how you intend to spend your allocation
- details of how you spent your previous academic year's allocation
- how it made a difference to the attainment of disadvantaged pupils

The funding is allocated for each financial year, but the information you publish online should refer to the academic year, as this is how parents and the general public understand the school year.

As allocations will not be known for the latter part of the academic year (April to July), you should report on the funding up to the end of the financial year and update it when you have all the figures.

Year 7 literacy and numeracy catch-up premium

If your school receives [year 7 literacy and numeracy catch-up premium funding](#), you must publish details of how your school spends this funding and the effect this has had on the attainment of the pupils who attract it.

You must include the following:

- your year 7 literacy and numeracy catch-up premium allocation for the current academic year
- details of how you intend to spend your allocation
- details of how you spent your previous academic year's allocation
- how it made a difference to the attainment of the pupils who attract the funding

PE and sport premium for primary schools

If your school receives [PE and sport premium funding](#), you must publish details of how your school spends this funding and the effect it has had on pupils' PE and sport participation and attainment.

You must include the following:

- your PE and sport premium allocation for the current academic year
- details of how you intend to spend your allocation
- details of how you spent your previous academic year's allocation
- how it made a difference to the PE and sport participation and attainment of the pupils who attract the funding

Special educational needs (SEN) report

If your school is a maintained school, then your governing body must publish a report on the school's policy for pupils with SEN.

The report must comply with:

- [section 69\(2\) of the Children and Families Act 2014](#)
- [regulation 51](#) and [schedule 1 of the Special Educational Needs and Disability Regulations 2014](#)

The report must include details of:

- your school's admission arrangements for pupils with SEN or disabilities
- the steps you have taken to prevent pupils with SEN from being treated less favourably than other pupils
- access facilities for pupils with SEN
- the accessibility plan your governing body has written in compliance with [paragraph 3 of schedule 10 to the Equality Act 2010](#)

Charging and remissions policies

You must publish your school's charging and remissions policies. The policies must include details of:

- the activities or cases for which your school will charge pupils' parents
- the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy

Values and ethos

Your website should include a statement of your school's ethos and values.

Requests for copies

If a parent requests a paper copy of the information on your school's website, you must provide this free of charge.