

St. Margaret's C.E.



St. Margaret's C of E Primary School

Freedom of Information Publication Scheme

Adopted: September 2017

Next Review: August 2020

Revised: August 2019

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 that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information that 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 maintenance of this scheme.

2. 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 5 of this scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

- Information relating to the school and governing body – information published on the school website and in other 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.

3. How to request information

Many of the documents are available on our website. You will find our website at **www.stmargarets.oldham.sch.uk**.

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:

Email: **info@stmargarets.oldham.sch.uk**

Tel: **0161 770 5900**

Contact Address: **St Margaret's C of E Primary School, Hive Street, OL8 4QS**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**

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.

4. 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.

5. Classes of information currently published

Information related to the school and other information relating to the governing body – this section sets out information published and in other governing body documents.

Instrument of Government	<ul style="list-style-type: none">• The name of the school• The category of the school• The name of the governing body• The manner in which the governing body is constituted• The term of office of each category of governor if less than 4 years• The name of anybody entitled to appoint any category of governor• Details of any trust• If the school has a religious character, a description of the ethos• The date the instrument takes effect
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year] Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

Pupils & Curriculum Policies – this section gives access to information about policies that relate to pupils and the school curriculum. Paper copies are provided on request.

Home - school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
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Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
Sex & Relationships Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Equal Opportunities Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (Whole School Child Protection/Safeguarding Policy).
Behaviour & Discipline Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying

School Policies and other information related to the school – this section gives access to information about policies that relate to the school in general.

Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and work dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints

Staff Appraisal	Statement of procedures adopted by the governing body relating to the appraisal of staff
Staff Conduct, Capability and Grievance	Statement of procedure for regulating conduct and capability of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to pay
Staffing Structure	The School's plan for the implementation of any changes to its staffing structure following statutory review
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Head Teacher or governing body relating to the curriculum
Admission Policy	Statement of the school's policy on admissions

6. Guide to information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website or on request from school	
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Governance	Website	
Contact details for the Head Teacher and for the governing body	Website	
Staffing Structure	Website	
School session times and term dates	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)	How the information can be obtained	Cost
Annual budget plan and financial statements	On request from school	

Capitalised funding	On request from school	
Additional funding	On request from school	
Financial audit reports	On request from school	
Procurement and projects	On request from school	
Pay Policy	On request from school School	
Staffing and grading structure	On request from school	
Staff/Governors' allowances	On request from school	

Class 3 – What our priorities are how and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	How the information can be obtained	Cost
Latest OFSTED Report	Website	
Appraisal Policy and procedures adopted by the governing body	Hard Copy in School	
Schools future plans	Hard Copy in School	
Policies and Procedures	Hard Copy in School or Website	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions)	Website	
Agenda of meetings of the governing body and its sub-committees	Hard Copy in School	
Minutes of meetings (as above)	Hard Copy in School	

Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How the information can be obtained	Cost
Finance & Personnel policies including: <ul style="list-style-type: none"> • Charges & Remission • Complaints Procedure • Conduct • DBS • Finance • Flexible Working Requests • Freedom of Information • Governors Allowances • Grievance • Information sharing and confidentiality • Maximising Attendance & Managing Sickness Absence • Maternity • Maternity & Adoption Support Leave • Optimising Staff Performance & Capability Issues • Pay • Performance Management & Staff Appraisal • Recruitment & Selection • Redundancy • School Financial Value Statement • Staff Leave & Absence • Statement of Procedures for dealing with allegations of abuse against staff • Whistleblowing 	Hard Copy in School or Website	
Curriculum policies including: <ul style="list-style-type: none"> • Administration of Medicines • Admissions • Anti-Bullying • Child Protection/Safeguarding • Curriculum Statement incl Homework and Collective Worship • Early Years Foundation Stage 	Hard Copy in School or Website	

<ul style="list-style-type: none"> English as an additional language Equality E-safety Exclusions Governor Visits Home/School Agreement Intimate care of pupils Pupil Premium Statement Pupil Discipline incl Self Esteem & Positive Behaviour and Setting Standards of Acceptable Behaviour SEND and Inclusion 		
Premises policies including: <ul style="list-style-type: none"> Accessibility Plan Emergency Procedure and Management Plan Health & Safety including Risk Assessments Lettings Security incl Lone Workers 	Hard Copy in School or 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 Copy in School	
Charging regimes and policies This includes details of any statutory charging regimes. Charging policies include charges made for information routinely published. It clearly states what cost are to be recovered, the basis on which they are made and how they are calculated.	Website	

Class 6 – Lists and Registers	How the information can be obtained	Cost
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	On request from school	
Disclosure logs	On request from school	
Asset register	On request from school	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On request from school	

7. Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying/Printing @ 1.5p per sheet (black & white)	Actual cost*
	Photocopying/Printing @ 3.5p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with relevant legislation
Other		

*the actual cost incurred by the School