



# Flamstead Village School

## **Publication Scheme Information available under the Freedom of Information Act 2000**

**Reviewed:** November 2021

**Date of next review:** November 2023

*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 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, 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.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

## **2. 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@flamsteadjmi.herts.sch.uk](mailto:admin@flamsteadjmi.herts.sch.uk)

Tel: 01582 940385

Website: [www.flamsteadjmi.herts.sch.uk](http://www.flamsteadjmi.herts.sch.uk)

Contact Address: see heading above

Trowley Hill Road, Flamstead, Herts, AL3 8DL

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.

## **3. 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 4. 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. If you are unable to collect the document(s) from the school, then a charge of “actual Royal Mail 2<sup>nd</sup> Class postage plus 10%” will be made to cover postage and packaging.

#### 4. CLASSES OF INFORMATION CURRENTLY PUBLISHED

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only</p>		
<ul style="list-style-type: none"> <li>• <b>Instrument of Government</b>                The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.</li>   <li>• <b>School prospectus</b>                The statutory contents of the school prospectus, as follows:               <ul style="list-style-type: none"> <li>- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).</li> <li>- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.</li> </ul> </li>   <li>• <b>Governing Body</b>                The names, and contact details of the governors should be available and the basis on which they have been appointed.</li>   <li>• <b>School session times and term dates</b>                Details of school session times and dates of school terms and holidays.</li>   <li>• <b>Location and contact information</b>                The address, telephone number and website for the school together with the names of key personnel.</li> </ul>	<p>Hard copy</p> <p>Hard copy and/or website</p> <p>Hard copy and/or website</p> <p>Hard copy and/or website</p> <p>Hard copy and/or website</p>	<p>£</p>

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<b>Class 2 - What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.		
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b>                Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</li> </ul>	Hard copy	£
<ul style="list-style-type: none"> <li>• <b>Capital funding</b>                Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</li> </ul>	Hard copy	
<ul style="list-style-type: none"> <li>• <b>Additional Funding</b>                Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)</li> </ul>	Hard copy	
<ul style="list-style-type: none"> <li>• <b>Procurement and contracts</b>                Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</li> </ul>	Hard copy	£
<ul style="list-style-type: none"> <li>• <b>Staff allowances and expenses</b>                Provides details of the allowances and expenses that can be incurred or claimed.</li> </ul>	Hard copy	
<ul style="list-style-type: none"> <li>• <b>Staffing and grading structure</b></li> </ul>	Hard copy	
<ul style="list-style-type: none"> <li>• <b>Governors' allowances</b></li> </ul>	Hard copy	
Details of allowances and expenses that can be claimed or incurred as per the relevant policies.		
<ul style="list-style-type: none"> <li>• <b>Pupil premium and Catch-up funding and Sports Grant expenditure</b>                These can be found on the school website.</li> </ul>	Website	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<b>Class 3 - What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum		
<ul style="list-style-type: none"> <li>• <b>Performance data supplied to the government</b></li> <li>• <b>Performance tables</b></li> <li>• <b>Latest Ofsted report</b></li> <li>• <b>Performance Appraisal information</b> Performance Appraisal policy and procedures adopted by the governing body.</li> <li>• <b>Schools future plans</b> Any major proposals for the future of the school involving, for example, consultation or a change in school status.</li> <li>• <b>Every Child Matters / Child protection</b> The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</li> </ul>	<p>Hard copy and/or website</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	<p>£</p> <p>£</p>
<b>Class 4 - How we make decisions</b> Decision-making processes and records of decisions. Current and previous three years as a minimum.		
<ul style="list-style-type: none"> <li>• <b>Admissions policy / decisions</b> The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to 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.</li> <li>• <b>Minutes of meetings of the Governing body and its sub-committees</b> Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting</li> </ul>	<p>Hard copy</p> <p>Hard copy</p> <p>FGB minutes on website</p>	<p>£</p>

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><b>Class 5 - Our policies and procedures</b>            Current written protocols, policies and procedures for delivering our services and responsibilities.            Current information only.</p>		
<ul style="list-style-type: none"> <li>• <b>School policies and other documents</b>                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.</li> <li>• <b>Records management, personal data and access to information policies</b>                Include information security policies, records retention, destruction and archive policies and data protection (including data sharing) policies.</li> <li>• <b>Equality and diversity</b>                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.</li> <li>• <b>Safeguarding and child protection</b>                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.</li> <li>• <b>Pay policy</b>                The statement of the pay policy and procedures regarding teachers' pay.</li> <li>• <b>Health and safety</b></li> <li>• <b>Policies and procedures for human resources and the recruitment of staff</b></li> </ul> <p>Complaints procedures, including for dealing with parental complaints</p>	<p>Hard copy and/or Website</p>	<p>£</p> <p>£</p>



## **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 Ms Sarah Jones (Head teacher) and Mr Chris Carson or Mr Sam Carter (Co-Chair of Governors).

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](mailto:publications@ic-foi.demon.co.uk).**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**

**Flamstead Village School**  
**Freedom of Information Publication Scheme**  
**Annex A – Further documents held by the school**

Name of Document	Description
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