

Queens Crescent School

Publication Scheme

(This policy should be read in conjunction with the Freedom of Information and Data Protection Policies)

The governing body is responsible for maintenance of this scheme.

This scheme documents all the information that the school holds. It defines the following for Freedom of Information Act purposes:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published;

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.

Appendix A lists non sensitive information

Appendix B is a register of sensitive data held by the school

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 generally provided free however if your request means that we have to do a lot of photocopying or printing or incurs a large postage charge we will let you know the cost before fulfilling your request.

<u>PUBLISHED INFORMATION</u>	<u>How the information can be obtained</u>
<u>Class 1 - Who we are and what we do</u> (Organisational information, structures, locations and contacts)	
Queens Crescent School Windsor Close Chippenham A exempt charity and a company Limited by guarantee, registered in England & Wales, Company number 9166463	School Website From the School
Academy Funding Agreement/Academy Order	School website
School staff and structure – names of key personnel	Website
Governing body- names and contact details of the governors	Website Hard Copy
Contact details for the Head teacher and for the governing body	Website
School prospectus	Website Request hard copy from school
School session times and term dates	Website
<u>Class 2 – What we spend and how we spend it</u> (Financial information relating to projected and actual income and expenditure)	
Current and previous 2 financial years (accounts to be filed with the Charity Commission and Companies House)	School and Companies House Website. Hard copy
Annual budget plan and financial statements	hard copy

Capital funding – building and other capital projects	hard copy
Additional funding	hard copy
Procurement and projects	hard copy
Pay policy	hard copy
Staffing and grading structure	hard copy
<u>Class 3 – What our priorities are and how we are doing</u>	
Strategies and plans, performance indicators, audits, inspections and reviews	
Government supplied performance data	Website
The latest Ofsted report - Summary - Full report	Hard copy
Performance management policy and procedures adopted by the governing body.	Hard copy
Academy’s future plans including school development plans	Hard copy website
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	Website or hard copy
<u>Class 4 – How we make decisions</u>	
(Decision making processes and records of decisions)	
Admissions policy/decisions (not individual admission decisions) – arrangements and procedures and right of appeal	Website Hard copy
Governing body meeting agendas, papers and minutes – information that is properly considered to be private is excluded	Hard copy

<p><u>Class 5 – Our policies and procedures</u></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	
<p>Absence Assessment Policy</p> <p>Accessibility Statement plan</p> <p>Medical Conditions Policy</p> <p>Assessment Policy</p> <p>Behaviour</p> <p>Charging policy</p> <p>Collective worship</p> <p>Cover Supervision</p> <p>Redundancy</p> <p>Gifted and Talented Policy</p> <p>Data protection</p> <p>Drugs Policy</p> <p>Educational Visits</p> <p>Equality</p> <p>Equal Opportunities Policy</p> <p>EYFS</p> <p>Freedom of Information Policy</p> <p>Governor Expenses Policy</p> <p>Health and Safety Policy Statement</p> <p>Health & Safety Fire Procedure</p> <p>Home-school agreement</p> <p>Intimate Care Policy</p>	<p>Some policies appear on the website; or</p> <p>hard copy upon request.</p> <p>If multiple hard copies are requested there will be a charge</p>

Instrument of governance	
Teaching & Learning	
New Governor Induction Policy	
PPA Policy	
Pay Policy	
Performance Management	
Race Equality Policy	
Recruitment and Selection Policy and Procedure	
Safeguarding Children in Education	
Code of Conduct	
Secure Data Handling	
Sex education	
Special educational needs	
Staff Computer Use	
Staff Development	
Student Computer Use	
Whistleblowing Policy	
Health and Safety Policy and risk assessments	
Complaints procedure & Vexatious complaints policy	
Staff Code of Conduct policy	
Discipline and grievance policies	
Class 6 – Lists and Registers	
Disclosure logs	Inspection

Asset register	Inspection
Any information the Academy is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(
Extra-curricular activities	Website Hard copy

Appendix B: Register of sensitive data held by the school

Type of data	Held on	Minimum Period to be retained	Type of protection	Who can access the data
Child protection files	School network Paper files	DOB + 25 years	Password protection and/or encryption In secure cabinet	Senior staff PSA CP officers
Child protection allegation against member of staff	School network Paper files	10 years or until retirement, whichever longer	Password protection and/or encryption In secure cabinet	Senior staff
Governing Body minutes and papers	Paper files School network	Original signed papers - permanent (transfer to archive after 6 years)	Password protection and/or encryption Secure cabinet	Governors Senior staff Clerk to governors
Admissions appeals documentation	School network Paper files	1 year	Password protection and/or encryption Secure cabinet	Senior staff Key support staff
Attendance information	SIMS	3 years + current year	Password protection	All staff
Pupil personal data	SIMS Electronic data Other school documents	Retain for time pupil attends school and transferred to next school	Password protection and/or encryption Secure cabinet	All staff
Pupil SEN data	SIMS Other school documents	DOB + 25 years	Password protection and/or encryption Secure cabinet	All staff
Pupil statement information	SIMS Other school documents	DOB + 30 years	Password protection and/or encryption Secure cabinet	Senior staff SENCo and other SEN staff
Examination results	SIMS School network Paper files	6 years + current year	Password protection and/or encryption Secure cabinet	All staff
Personnel data	SIMS School network Paper files	Termination + 7 years	Password protection and/or encryption Secure cabinet	Senior staff Business manager Governors
Recruitment and interview information	Paper files School network	Date of interview + 6 months	Password protection and/or encryption Secure cabinet	Governors Senior staff
Staff disciplinary warnings	School network Paper files	Date of expiry of warning + 6 months	Password protection and/or encryption Secure cabinet	Governors Headteacher Senior staff
Financial data	SIMS FMS Other school documents	Six years plus current financial year	Password protection and/or encryption	Senior staff Governors Business Manager
Payroll information other school documents	SIMS FMS Other School Docs School network	Last date of employment + 85 years	Password protection and/or encryption	Senior staff Finance staff
Performance Management information	School network Paper files	Current year + 5 years	Password protection and/or encryption Secure cabinet	Senior staff HR staff
Official complaints under the complaints procedure	Paper files	Date of Resolution of Complaint + 6yrs (review for further retention in the case of contentious disputes)	Secure cabinet	Senior Staff Governors