

Freedom of Information

Guide to information available from Farnworth CE Primary School under the ICO model publication scheme

Publication Scheme

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 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 model scheme for schools approved by the Information Commissioner.

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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'.

The classes of information that we undertake to make available are organised into seven broad topic areas:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer

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Class 1 - Who we are and what we do	How the information can be obtained	Cost
Who's who in the school	Website http://www.farnworthprimary.eschools.co.uk/website/meet-our-staff/34260 School Foyer Noticeboard Hard copy Contact SBM	Free Free 10p/sheet
Who's who on the governing body / board of governors and the basis of their appointment	Website http://www.farnworthprimary.eschools.co.uk/website/whos_who/34280 School Foyer Noticeboard Hard copy Contact SBM	Free Free 10p/sheet
Instrument of Government / Articles of Association	Hard copy Contact SBM	10p/sheet

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Contact: Mrs P Anson School Business Manager Pit Lane Widnes Cheshire WA89HS Email:sbm.farnworth@halton.gov.uk	Free
School prospectus (if any)	Website http://www.farnworthprimary.eschools.co.uk/website/prospectus/34274	Free
	Hard copy Contact SBM	£2.00
Staffing structure	Website http://www.farnworthprimary.eschools.co.uk/website/meet-our-staff/34260	Free
	School Foyer Noticeboard	Free
	Hard copy Contact SBM	10p/sheet

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School session times and term dates	Website Also HBC website Hard copy Contact SBM	Free 10p/sheet
Address of school and contact details, including email address.	Contact: Mrs P Anson School Business Manager Pit Lane Widnes Cheshire WA89HS Email: sbm.farnworth@halton.gov.uk	NA
Class 2 – What we spend and how we spend it	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy Contact SBM	10p/sheet
Capital funding	Hard copy Contact SBM	10p/sheet
Financial audit reports	Hard copy Contact SBM	10p/sheet

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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy Contact SBM	10p/sheet
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy Contact SBM	10p/sheet
Pay policy	Hard copy Contact SBM	10p/sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy Contact SBM	10p/sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy Contact SBM	10p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual	Hard copy Contact SBM	10p/sheet

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governors.		
Class 3 – What our priorities are and how we are doing	How the information can be obtained	Cost
<ul style="list-style-type: none">• Performance data or a direct link to the data • The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report	Website http://www.farnworthprimary.eschools.co.uk/website/key_stage_two_results_and_school_performance_tables/34295 http://www.farnworthprimary.eschools.co.uk/website/most-recent-ofsted-report/34262	Free
Performance management policy and procedures adopted by the governing body.	Hard copy Contact SBM	10p/sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Not currently applicable	
Safeguarding and child protection	Website	Free

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	http://www.farnworthprimary.eschools.co.uk/website/safe-guarding/34257	
Class 4 – How we make decisions	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Website http://www.farnworthprimary.eschools.co.uk/website/admissions/230089 Also HBC Website http://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/PrimarySecondarySchool.aspx	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy Contact SBM	10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	How the information can be obtained	Cost

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Statutory and non-statutory policies can be found on the school website	Website http://www.farnworthprimary.eschools.co.uk/website/policies/34253 Hard copy Contact SBM	Free 10p/sheet
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 Contact SBM	10p/sheet
Charging regimes and policies.	Charging and Remissions Policy: Website http://www.farnworthprimary.eschools.co.uk/website/policies/34253 Hard copy Contact SBM Also, see pg 13 below.	Free 10p/sheet

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Class 6 – Lists and Registers	How the information can be obtained	Cost
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only	Free
Class 7 – The services we offer	How the information can be obtained	Cost
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Extra-curricular activities	Available via weekly newsletters Website http://www.farnworthprimary.esc	Free

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	hools.co.uk/website/newsletters/34251	
	Hard copies placed in school foyer	Free
Out of school clubs	Available via weekly newsletters Website http://www.farnworthprimary.eschools.co.uk/website/newsletters/34251	Free
	Hard copies placed in school foyer	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy Contact SBM	10p/sheet
School publications, leaflets, books and newsletters	Available via weekly newsletters Website http://www.farnworthprimary.eschools.co.uk/website/newsletters/34251	Free
	Hard copies placed in school foyer	Free

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Additional Information	How the information can be obtained	Cost
This will provide schools with the opportunity to publish information that is not itemised in the lists above		

This section sets out additional statutory information published on the school website and therefore available free of charge (other information is available on the website at the school's discretion).

Publishing requirement	Maintained schools	School phase
Details of pupil premium allocation, its use and impact	✓	All
Details of the PE and sport premium for primary schools	✓	Primary
Behaviour policy	✓	All
Charging and remissions policy	✓	All
The school's statement of ethos and values	✓	All
A special educational needs (SEN) information report	✓	All
Accessibility plan	✓	All

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Publishing requirement	Maintained schools	School phase
Complaints policy	✓	All

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 @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

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Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
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* the actual cost incurred by the public authority

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 the Headteacher or 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

Website : www.informationcommissioner.gov.uk