

GILES JUNIOR SCHOOL



Achieving excellence through leadership

Publication Scheme

Introduction

The Model Publication scheme given below was accessed from the Information Commissioner's Office (ICO) website on 21 September 2018.

The ICO advises that 'A school is in breach of FOIA [Freedom of Information Act] if it has not adopted the model scheme or is not publishing in accordance with it'. Also, that the scheme 'must be adopted in full, unedited, and promoted alongside the guide to information' (appendix A).

The only modification made to the scheme has been the replacement of the terms 'authority' and 'public authority' by 'Giles Junior School' and 'school'.

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It is adopted by the Giles Junior School without modification and without further approval and will be valid until further notice from the ICO.

This publication scheme commits the school to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.

- To make this publication scheme available to the public.
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the school.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the school is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Date for Review

November 2020

Distribution:-

A copy of this procedure will be issued to:-

- a) all school governors
- b) all staff
- c) Clerk to the Governing Body
- d) Parents/carers on request

Approved.....Date **28 November 2018**

Appendix 1

Guide to information available from The Giles Junior School under the model Publication Scheme.

Notes:

The ICO expects schools to make the information in the guide available unless:

- they do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

Requesting information

If you require a hard copy (paper version) of any of the documents listed below as being available in this format, please contact the school office by:

telephone,	01438 353574
email,	admin@gilesjm.herts.sch.uk
or letter	The Office Manager, Giles Junior School, Durham Road, Stevenage, Hertfordshire, SG1 4JQ

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.

Where there is a charge for the information, we will advise you of the cost before preparing the information for you. We will also charge for 2nd class postage if you ask us to post the information to you.

Payment must be received before the information is released to you.

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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	(hard copy and/or website)	
Who's who in the school	Web site http://gilesjm.herts.sch.uk/our-school/staff/ Hard copy	Free Free
Who's who on the governing body / board of governors and the basis of their appointment	Web site http://gilesjm.herts.sch.uk/our-school/governors/governing-body/ Hard copy	Free Free
Instrument of Government / Articles of Association	Web site http://gilesjm.herts.sch.uk/statutory-information/ Hard copy	Free Free
Contact details for the Head teacher and for the governing body, via the school	Web site http://gilesjm.herts.sch.uk/our-school/contact-us/ Hard copy	Free Free
School prospectus	Web site http://gilesjm.herts.sch.uk/parents/parents-information/ Hard copy	Free Free

Staffing structure	Web site http://gilesjm.herts.sch.uk/our-school/staff/ Hard copy	Free Free
School term dates	Web site http://gilesjm.herts.sch.uk/new-s-dates/term-dates/ Hard copy	Free Free
Scholl session times	http://gilesjm.herts.sch.uk/parents/parents-information/ Hard copy	Free Free
Address of school and contact details, including email address.	Web site http://gilesjm.herts.sch.uk/our-school/contact-us/ Hard copy	Free Free
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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	10p per sheet
Capital funding	Hard copy	10p per sheet
Financial audit reports	Hard copy	10p per sheet
Pay policy	Hard Copy	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	10p per sheet

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/117306</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	Hard copy	10p per sheet
<p>Safeguarding and child protection</p>	Hard copy	10p per sheet
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Web site www.hertfordshire.gov.uk/admissions Hard copy</p>	<p>Free</p> <p>10p per sheet</p>

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	10 p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Web site http://gilesjm.herts.sch.uk/our-school/policies/ Hard copy	Free Free
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) 	Web site http://gilesjm.herts.sch.uk/our-school/policies/ http://gilesjm.herts.sch.uk/statutory-information/#gdpr Hard copy	Free Free
Charging regimes and policies.	Web site http://gilesjm.herts.sch.uk/statutory-information/#charging Hard copy	Free Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	10p per sheet
Asset register	Hard copy	10p per sheet

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Web Site http://gilesjm.herts.sch.uk/our-school/clubs/ Hard copy</p>	<p>Free</p> <p>Free</p>
<p>Out of school clubs</p>	<p>Web site http://gilesjm.herts.sch.uk/our-school/after-school-club/ Hard copy</p>	<p>Free</p> <p>Free</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p> <p>After School Club</p> <p>Breakfast Club</p>	<p>Web Site http://gilesjm.herts.sch.uk/our-school/after-school-club/ Hard copy</p> <p>Web Site http://gilesjm.herts.sch.uk/our-school/breakfast-club/ Hard copy</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Web site http://gilesjm.herts.sch.uk/new-s-dates/newsletters/</p>	<p>Free</p>
<p>General Data Protection Privacy Notices and policy (including Data Breach Response Plan)</p>	<p>Web site http://gilesjm.herts.sch.uk/statutory-information/#gdpr Hard copy</p>	<p>Free</p> <p>Free</p>

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class