

## Stamshaw Infant School Publication Scheme on information available under the Freedom of Information Act 2000

*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 which is to be published in the future. All information in our publication scheme is 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.

### 2. Aims and Objectives

Our school motto proclaims that at Stamshaw Infant School we ...

*Help Stars to Shine brightly*

In order to achieve this vision we aim to promote our learning and ethos values :-

- *We hope to ignite a passion for learning which lasts a lifetime*
- *Respect, happiness and creativity underpin everything we do*
- *Together we can ensure that our children grow to be caring individuals, successful learners and fulfilled confident citizens*
- *Children's well being, progress and attainment are at the very heart of what we believe*

This publication scheme is a means of showing how we are pursuing these values.

### **3. 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 6 of this scheme.

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

- (i) Who we are and what we do*
- (ii) What we spend and how we spend it*
- (iii) What our priorities are and how we are doing*
- (iv) How we make decisions*
- (v) Our policies and procedures*
- (vi) Lists and registers*
- (vii) The services we offer*

### **4. 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: [enquiries@stamshaw-inf.portsmouth.sch.uk](mailto:enquiries@stamshaw-inf.portsmouth.sch.uk)

Tel: **023 92661192**

Fax: **023 92666937**

Contact Address: **Stamshaw Infant School North End Avenue, Portsmouth, PO2 8NW**

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 you can still contact the school to ask if we have it.

### **5. Paying for information**

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. Where there is a charge this will be indicated by a £ sign in the description box.

**6. A 'Guide to information'** with classes of information is available from Stamshaw Infant School under the model publication scheme is available at the end of this document.

### **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 Mrs J Cooper (Headteacher).

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.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

- 8.**    Agreed:        October 2017
- By:             Finance Committee
- Review:        Every 3 years (unless charging rates alter)

Signed

COG:

HT:

## 6. Guide to information available from Stamshaw Infant School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	School website	
Who's who on the governing body and the basis of their appointment	Hard copy	
Instrument of Government	Hard Copy/Gov Body File	£
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard Copy / School Prospectus	
School prospectus	School website /Hard Copy	£
Annual Report / School Profile	School website	
Staffing structure	Hard Copy / School Office	
School session times and term dates	School & PCC website / School Prospectus	£
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual budget plan and financial statements	Hard copy / Governors' File	£
Capitalised funding	Hard copy / Governors' File	

Additional funding	Hard copy / Governors' File	
Procurement and projects	Hard copy / School Office	
Pay policy	Hard copy / Policy File	£
Staffing and grading structure	Hard copy / Policy File	
Governors' allowances	Hard copy / Policy File	
<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	(hard copy or website)	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Hard copy / RAISEonline  Link from Website	
Appraisal/Performance management policy and procedures adopted by the governing body.	Hard copy / Policy File	£
Schools future plans	Hard copy / School Strategic Plan	
Every Child Matters – policies and procedures	Hard copy / Policy File / DfE website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard copy / Policy File	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy / Governors' Files	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy / Governors' Files	£

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Hard copy / Policy File	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Code of Conduct</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs (Inclusion)</li> <li>• Gifted and Talented</li> <li>• Equality</li> <li>• Collective worship</li> <li>• Behaviour Policy</li> </ul>	Hard copy / School Office	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy / School Office	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Hard copy / Policy File	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy / School office	
Disclosure logs	Hard copy / School office	
Asset register	Hard copy / School office	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard copy / School office	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard copy	
Out of school clubs	Hard copy	
School publications	Hard copy / School office	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
Leaflets books and newsletters	Hard copy / School office	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Stamshaw Infant School  
Northend Avenue  
North End  
Portsmouth  
PO2 8NW**

**www.stamshawinfantschool.co.uk**

**Tel. 023 92661192**

**Fax. 023 92666937**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost 4p
	Photocopying/printing @ 5p per sheet (colour)	Actual cost 4p
	Postage 1 <sup>st</sup> class 65p 2 <sup>nd</sup> class 56p Large 98p	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority