



# **Freedom of Information (Publication Scheme) Policy**

<b>Review Frequency</b>	<b>3 year</b>
<b>Date of next Review</b>	<b>September 2022</b>

**Cawston Grange Primary School's 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. Increasingly, information will be available for you on our website to download and print off.

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**

At Cawston Grange Primary School we aim:

- To provide a secure learning environment in which consideration and respect for self and others, including the wider community, can be fostered
- To encourage and support each child to achieve the highest standards of which he or she is capable in all areas of academic and personal development
- To foster a positive and responsible attitude in children towards their environment

and this publication scheme is a means of showing how we are pursuing these aims.

**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 7 classes:

*Class 1 – Who we are and what we do*

*Class 2 – What we spend and how we spend it*

*Class 3 – What our priorities are and how we are doing*

*Class 4 – How we make decisions*

*Class 5 – Our policies and procedures*

*Class 6 – Lists and Registers*

*Class 7 – The service 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, or letter. Contact details are set out below. Some documents are available from our website at <http://www.cawstongrangeprimary.com/>

Email: [admin3594@welearn365.com](mailto:admin3594@welearn365.com)

Tel: 01788 816820

Contact address: Scholars Drive, Cawston, Rugby, CV22 7GU

To help us process your request quickly, please mark any correspondence

**"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

#### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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 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 how the information can be obtained box.

#### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black and white)	Actual cost*
	Photocopying/printing @ 10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\*the actual cost incurred by the public authority

## 6. Classes of Information Currently Published

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Hard copy/Website
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Governance	Website/Clerk to governors – hard
Contact details for the Headteacher and for the governing body	Website/Clerk to governors – hard copy
School Prospectus	Website/School Office – hard copy
Staffing Structure	Website/School Office – hard copy
School session times and term dates	Website and Prospectus – hard copy
<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)  Current and previous financial year as a minimum	Hard copy/Website
Annual budget plan and financial statements	School Office – inspection only
Capitalised funding	School Office – inspection only
Additional funding	School Office – inspection only
Procurement and projects	School Office – inspection only
Pay policy	School Office – inspection only
Staffing and grading structure	School Office – inspection only
Governors' allowance	Clerk to governors – hard copy
Pupil premium detailed spend	Website
<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
The latest Ofsted report <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> </ul>	Website – <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> School website
Learning Improvement Plan	HT – hard copy
Safeguarding and child protection	Website and HT – hard copy
<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
Admissions policy/decisions (not individual admission decisions)	Website– hard copy
Agendas of meetings of the governing body and (if held) its sub-committees	School office inspection only or Clerk to governors – hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings	School office inspection only or Clerk to governors - hard copy

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy or website
School policies including: <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>• Freedom of information</li> <li>• Equality statement</li> </ul>	Website/Clerk to governors – hard copy
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Special education needs</li> </ul>	Website/Clerk to governors – hard copy
<ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Behaviour Management Policy</li> </ul>	
Records management and personal data policies, including; <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>	School office – hard copy
Charging regimes and policies	Website/School office – hard copy
<b>Class 6 – Lists and Register</b>  Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	School office – hard copy only
Disclosure logs	HT – Inspection only
Asset register	School Office – Inspection only
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTERS</b> )	School Office – Inspection only
<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	
Extra-curricular activities	School office – hard copy
Out of school clubs	Website/School office – hard copy
School Publications	Website/School office – hard copy
Services for which the school is entitled to recover a fee, together with those fees	Website/School office – hard copy
Leaflets, books and newsletters	Website/School office – hard copy

## **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 The Headteacher, Cawston Grange Primary School, Scholars Drive, Cawston, Rugby, Warwickshire CV22 7GU. 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***

**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)