

# **Swanmead Community School**



## **Freedom of Information Act Policy**

**DATE OF POLICY:** June 2015  
**REVIEW DATE:** June 2017

**PERSON RESPONSIBLE:** Headteacher

## **Publication Scheme on information available under the Freedom of Information Act 2000**

### **1. Introduction: what a publication scheme is and why it has been developed**

- 1.1 One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools. Should be clear and proactive about the information they will make public.
- 1.2 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
- 1.3 All information in our publication scheme is either available on our website to download and print off or will be available, on request, in paper form or to be emailed.
- 1.4 Some information which we hold may not be made public, for example personal information.

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Aims and Objectives**

Our aim is: 'Working Together to achieve success'. In broad terms, the major aim of Swanmead Community School is to promote spiritual, social, creative and academic opportunity for high achievement and lifelong learning. This publication scheme is a means of showing how we are pursuing these aims.

### **3. Categories of information published**

- 3.1 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'. See Appendix 1 for full detail.
- 3.2 The classes of information that we undertake to make available are organised into seven broad topic areas:
  - Who we are and what we do
  - What we spend and how we spend it
  - What our priorities are and how we are doing
  - How we make decisions
  - Policies and Procedures
  - Lists and Registers
  - Services offered

### **4. How to request information**

- 4.1 If a paper version of any document is required this may be obtained through contact with the school office or you can visit our website.  
Website:- [swanmeadschool.co.uk](http://swanmeadschool.co.uk)  
Email: [Swanmead@educ.somerset.gov.uk](mailto:Swanmead@educ.somerset.gov.uk)

Telephone: 01460 52431  
Fax: 01460 55305  
Address: Ditton Street, Ilminster, Somerset TA19 OBL

To help process requests quickly, they should be clearly marked PUBLICATION SCHEME REQUEST.

- 4.2 If the information is not available via the scheme and is not on the website contact can still be made with the school to see if it is available.

## **5. Paying for information**

- 5.1 Information published on our website is free, although costs may be incurred through the internet service provider.
- 5.2 For those without internet access, the website can be accessed using a local library or internet café.
- 5.3 If a request for information means the school has to pay a postage charge or do photocopying or printing, or is for a priced item such as printed publication or photograph the cost will be made known at the time of the request. (See Appendix 2 for guide).

## **6. Feedback and Complaints**

- 6.1 We welcome any comments or suggestions about the scheme. If you require further assistance or wish to make a complaint then initially this should be addressed to the Chair of Governors.
- 6.2 If matters are not resolved and it is felt that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensure compliance with 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. Telephone: 01625 545700 – website: [www.informationcommisioner.gov.uk](http://www.informationcommisioner.gov.uk)

## Appendix 1

### Classes of Information Currently Published

- 1.1 **Who we are and what we do** – organisational information, structures, locations and contacts – current information only

Staff list giving structure and roles and responsibilities
Names of the Governing Body and the basis of their appointment
Instrument Of Government
Contact details for the Head teacher and the Chair of Governors – where possible telephone numbers and email addresses
School prospectus
School session times and term dates

- 1.2 **What we spend and how we spend it** – financial information related to projected and annual income and expenditure, procurement, contracts and financial audit – current and previous financial year as a minimum.

Annual budget plan and financial statements
Capitalised funding
Additional funding
Procurement and projects
Pay Policy
Staffing and grading structure
Governors' allowances
Best Value Statement

- 1.3 **What our priorities are and how we are doing** – strategies and plans, performance indicators, audits, inspections and reviews – current information as a minimum

Government supplied performance data
The latest Ofsted full report and summary
School Improvement Plan
Policies and procedures related to 'Every Child Matters'

- 1.4 **How we make decisions** – processes and records

Admissions policy / decisions
Agendas of meetings of the governing body and its sub committees
Minutes of meetings (excluding information that is properly regarded as private to the meeting)

1.5 **Policies and Procedures** –current written protocols , policies and procedures for delivering services and responsibilities

<b>School policies including:</b>
Charging and remissions policy
Health and Safety
Community Cohesion
Complaints procedure
Discipline and grievance policies
Equality and diversity (Including equal opportunities)
Recruitment and Selection Policy
Risk Assessments
Whistleblowing
<b>Pupil and Curriculum policies, including:</b>
Attendance
Home-school agreement
Child Protection
Assessment Recording and Reporting Policy
Curriculum
Sex and Drug education
Special educational needs
Accessibility
Race equality
Pupil discipline Anti bullying
Uniform Appearance Policy
ICT Policy
Supporting Pupils with Medical Needs Policy
Gifted and Talented Policy
<b>Records Management and Personal Data policies , including:</b>
Information on security policies
Data protection policies
<b>Charging policies</b>

1.6 **Lists and registers** – currently maintained lists and registers only – this does not include the attendance register

Curriculum circulars and statutory instruments
Asset register

1.7 **Services we offer** –information about the services we offer, including leaflets, guidance and newsletters – current information only

Extra – curricular activities
Out of school clubs
School publications
Leaflets, books and newsletters

**Appendix 2**  
**Schedule of Charges**

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying/printing @ 3p per sheet A4, 6p per sheet A3 (black & white)	Actual cost*
	Photocopying/printing @ 10p per sheet A4, 20p per sheet A3 (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

\* the actual cost incurred by the public authority