

 <u>Freedom of Information Scheme</u>			<u>Signed:</u>
Ratified:	Full Governing Body	School Effectiveness	Review 2025
Buildings and H&S	Finance and Resources	Pupil Welfare and Parents	

**This is The Deans 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

The Freedom of Information Act 2000 (FOIA) and the Environment Information Regulations 2004 (EIRs) provide rights of public access to information held by public authorities.

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

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,

- help every child develop the skills, knowledge and personal qualities needed for life and work,

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'.

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

Classes of Information

Class 1 – Who we are and what we do

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

Class 2 – What we spend and how we spend it

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

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

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

Class 4 – How we make decisions

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

Class 5 – Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Class 6 – Lists and Registers

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

Class 7 – 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.

4. 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 capacity 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 a 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.

5. 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: office@deansprimary.uk

Tel: 0161 464 3170

Contact Address: The Deans Primary School, Stanwell Road, Swinton,
Manchester. M27 5TD

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.

6. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't 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 description box.

Freedom of information

Guide to information available from The Deans Primary School under the model publication scheme

Information to be published	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	Hard copy and website	0
Who's who on the governing body and the basis of their appointment	Hard copy and website	0
Instrument of Government	Hard copy and website	0
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy	0
School prospectus	Hard copy and website	0

Annual Report	Hard copy and website	£
Staffing structure	Hard copy	0
School session times and term dates	Hard copy and website	
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	£
Capitalised funding	Hard copy	£
Additional funding	Hard copy	£
Procurement and projects	Hard copy	£
Pay policy	Hard copy	£
Staffing and grading structure	Hard copy	0
Governors' allowances	Hard copy	£
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
School profile • Government supplied performance data • The latest Ofsted report - Summary - Full report	Hard copy Hard copy and website	0 £
Performance management policy and procedures adopted by the governing body.	Hard copy	£

Schools future plans	Hard copy	£
Every Child Matters – policies and procedures	Hard copy	£
Class 4 – How we make decisions (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 and website	£
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	0
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	Hard copy	0
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: ● Charging and remissions policy ● Health and Safety ● Complaints procedure ● Staff conduct policy ● Discipline and grievance policies ● Staffing structure implementation plan ● Information request handling policy ● Equality and diversity (including equal opportunities) policies ● Staff recruitment policies	Hard copy Some on website	£
Pupil and curriculum policies, including: ● Home-school agreement ● Curriculum ● Sex education ● Special educational needs ● Accessibility ● Race equality ● Collective worship ● Careers education	Hard copy Some on website	£

• Pupil discipline		
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	Hard copy Some on website	£
Charging regimes and policies. 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.	Hard copy	0
Class 6 – Lists and Registers 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	£
Disclosure logs	Hard copy	£
Asset register	Hard copy	£
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	£
Class 7 – The services we offer (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	0
Out of school clubs	Hard copy	0

School publications	Hard copy and website	0
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	0
Leaflets, books and newsletters	Hard copy	0
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 1p per sheet (black & white)	Actual cost * .5p
	Photocopying/printing @ 5p per sheet (colour)	Actual cost* 4p
	Postage £1.05	Actual cost of Royal Mail large 2 nd class stamp
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the school

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 Mr. D. Nightingale, The Deans Primary School, Stanwell Road, Swinton, M27 5TD

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: 0303 123 1113

Via their website form: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/>

More information

This guidance will be reviewed and considered from time to time in line with new decisions of the Information commissioner, Tribunal and courts on freedom of information cases. It is a guide to our current recommended approach to this area.

If you need any more information about this or any other aspect of freedom of information please contact us.

Phone: **0303 123 1113**

E-mail: Please use the online enquiry form on our website

Website: www.ico.org.uk