

ASHGATE CROFT SCHOOL

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000



Approved by Full Governors: 6th July 2017

Minute No.: 55.1/17

The Governing Board 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. Some information in our Publication Scheme is available on our website to download and print off. All information 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 Vision (attached)

This publication Scheme is a means of showing how we are pursuing the School's Vision.

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 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 six broad topic areas.

- **Who we are and what we do**
Organisational information, structures, locations and contacts.
- **What we spend and how we spend it**
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.
- **What our priorities are and how we are doing**
Strategies and plans, performance indicators, audits, inspections and reviews.

- **How we make decisions**

Decision-making processes and records of decisions

- **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

- **Lists and registers**

4 **How to Request Information**

If you require a paper or electronic version of any of the documents within the Scheme, please contact the school by telephone, e-mail, fax or letter. Contact details are set out below:

E-mail: info@ashgatecroft.derbyshire.sch.uk

Telephone: (01246) 275111

Fax: (01246) 556440

Contact address: Ashgate Croft School, Ashgate Road, Chesterfield S40 4BN

(or you can visit our website at www.ashgatecroft.derbyshire.sch.uk)

To help us process your request quickly, please clearly 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 cafe.

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 **Classes of Information Currently Published**

- **Who we are and what we do:**

CLASS	DESCRIPTION
Instrument of Government	<p>Instrument of Government / Articles of Association</p> <p>The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. Academies and Free Schools have Articles of Association instead.</p> <ul style="list-style-type: none"> • The name of the school. • The category of the school. • The name of the Governing Body. • The manner in which the Governing Body is constituted. • The term of office of each category of Governor if less than 4 years. • The name of any body entitled to appoint any category of

Minutes of the meetings of the Governing Body	<p>Governor.</p> <ul style="list-style-type: none"> • Details of any trust. • If the school has a religious character, a description of the ethos. • The date the Instrument takes effect. <p>Agreed minutes of meetings of the Governing Body and its committees (current and last full academic school year). (Some information may be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.)</p>
School Brochure	<p>The statutory contents of the school brochure are as follows, (other items may be included in the brochure at the school's discretion):</p> <ul style="list-style-type: none"> • The name, address and telephone number of the school and the type of school. • The names of the Headteacher and Chair of Governors. • Information on the School Policy on Admissions. • A statement of the school's ethos and values. • Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' rights to withdraw their child from religious education and collective worship and the alternative provision for those pupils. • Information about the school's policy on providing for pupils with special educational needs. • Number of pupils on roll and rates of pupils' authorised and unauthorised absences. • National Curriculum assessment results for appropriate Key Stages with national summary figures. • The number of pupils studying for and percentage achieving vocational qualifications. • The destinations of school leavers. • The arrangements for visits to the school by prospective parents.

• **What we spend and how we spend it**

CLASS	DESCRIPTION
	<p>The minimum we would expect is that financial information for the current previous two financial years should be available.</p> <ul style="list-style-type: none"> • Annual budget plan and financial statements Details of sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns. • Capital funding Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts. • Financial audit reports. • Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.

	<ul style="list-style-type: none"> • Pay Policy The statement of the school’s policy and procedures regarding teachers’ pay. • Staff allowances and expenses Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school’s policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document, ‘senior staff’ means staff on the Senior Management or Leadership Team or equivalent level, or above, whose basic annual salary is at least £60,000 per annum. • Staff structures The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational. • Governors’ allowances Details of allowances and expenses that can be incurred or claimed and a record of total payments made to individual governors.
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- **Who we are and what we do:**

CLASS	DESCRIPTION
	<p>The minimum we would expect in this class is current information. Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school’s planned or actual performance should normally be included. If the information is readily and publicly available via an external website, the school may instead provide a direct link to that, as stated on page one of this document.</p> <ul style="list-style-type: none"> • Performance data supplied to the government • Latest Ofsted report The school should provide a link to its report on the Ofsted website. • Post-Ofsted inspection action plan A plan setting out the actions required following the last Ofsted inspection. • Performance management information Performance management policy and procedures adopted by the governing body. • The school’s future plans Any major proposals for the future of the school involving, for example, consultation on a change in schools status. • Safeguarding and child protection

	The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.
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- **How we make decisions**

CLASS	DESCRIPTION
	<p>We would expect information in this class to be available at least for the current and previous three years.</p> <ul style="list-style-type: none"> • Admissions policy / decisions The school's admission arrangements and procedures, together with information about right of appeal. We would not expect individual admission decisions to be published, but we would expect information on application numbers/patterns of successful applicants (including criteria on which applications were successful) to be published if this information is held by the school. If the school is not its own admissions authority, it should provide an appropriate link to the local authority. • Minutes of meetings of the governing body and its committees Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

- **Our policies and procedures**

CLASS	DESCRIPTION
Curriculum Policy	Statement on following the policy for secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plan	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equality Policy	This policy covers race, disability and gender and sets out the school's overall approach to promoting equality, diversity and community cohesion. It should be read in conjunction with the school's Accessibility Plan and Disability Equality Scheme.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Child Protection Policy	Statement of policy for safeguarding and promoting the welfare of pupils at the school.
Pupil Behaviour Support Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.
Careers	Statement of the programmes of careers education provided for Key

Education Policy	Stage 4 pupils.
Published reports of OFSTED referring expressly to the school	Published report of the last inspection of the school and the summary of the report.
Charges and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips.
School Session Times and Term Dates	Details of school session and dates of school terms and holidays.
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
Complaints Procedure	Statement of procedures for dealing with complaints.
Performance Management of Staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the Annual Report of the Headteacher on the effectiveness of appraisal procedures.
Staff Conduct, Discipline and Grievance Policy	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum Circulars and Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or Governing Body relating to the curriculum.
Annex A – Other Documents	Annex A provides a list of other documents that are held by the school and are available on request.

- **Lists and Registers**

CLASS	DESCRIPTION
	<p>We expect this to be information in currently maintained lists and registers only.</p> <ul style="list-style-type: none"> • Curriculum circulars and statutory instruments Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher / Governing Body concerning the curriculum. • Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice. • Asset register We would expect some information from capital asset registers to be available, if such registers are held. • Any information the college is currently legally required to hold publicly available registers.

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 Claire Jones, Headteacher.

If you are not satisfied with the assistance 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) 545700

E-mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

ASHGATE CROFT SCHOOL

Freedom of Information Publication Scheme

Annex A – Further Documents Held by the School

Name of Document

Description

Ashgate Croft School

OUR VISION

The best learning opportunities

The best communication

The best behaviour support

for *all* our pupils

Building Skills for Life

FREEDOM OF INFORMATION - CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under DPA, EIR or FOI
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (still to be agreed but expected to be around £500)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

Remember

Schools are under a duty to provide advice and assistance to anyone requesting information.

The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well managed records and management information system is essential to help schools to meet requests.

Requests should be dealt with within 20 days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction should be handled through the school's existing complaints procedure.

1 PROCESS MAP FOR RECEIVING REQUESTS FOR INFORMATION

