

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

PART 1 – FREEDOM OF INFORMATION OBLIGATIONS

One of the aims of the Freedom of Information Act 2000 (FIOA) is that public authorities, including schools, should be clear and proactive about information that is made public. To do this the Governing Body will produce and keep up to date a Publication Scheme which will set out:

- The classes of information which it publishes or intends to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or on payment;
- Procedures for making a request for information, and
- Procedures for making a complaint about the school's compliance with its obligations to provide information

The Data Protection Act requires that schools must keep private and confidential information about students and their families. This remains the case under the Freedom of Information Act and such information will not form part of the Publication Scheme.

The Publication Scheme will cover information already published and information to be published in the future.

All information in the Publication Scheme will be available in paper form via the School Office and, and/or from the School Website

Comments about the Publication Scheme, requests for assistance or complaints should be addressed, in the first instance, to the Headteacher at the School.

PART 2 – PUBLICATION SCHEME

Introduction

This is the Publication Scheme of Stour Valley Community School. It sets out the classes of information that the school publishes or intends to publish. It specifies the manner in which information is or is intended to be published. It also specifies whether or not the material is available free of charge.

This Publication Scheme is made under the Freedom of Information Act 2000 which places an obligation on the school to adopt and maintain such a scheme. *It is based on the model freedom of information publication scheme for Academy Schools and the Academies and Freedom of Information, Departmental advice for Academies (January 2014).*

The Freedom of Information Act gives a general right of access to all types of recorded information held by the school, whether or not included in the publication scheme. It also sets out exemptions from that right and places a number of obligations on schools. A person who makes a request to the school for information will be told whether the school holds that information and, subject to the exemptions, whether information will be supplied.

Freedom of Information

Date approved: **February 2016**

Next review date: **When applicable**

Individuals already have the right of access to information about themselves under the Data Protection Act. The Freedom of Information Act extends this right to allow public access to all types of information. The Data Protection Act also requires that the school must keep certain information private and confidential and such information is not the subject of this Publication Scheme.

The Freedom of Information Act and this Publication Scheme do not limit in any way the various other rights that members of the public have to information.

Layout of the Publication Scheme

Each class of information covered by the scheme is identified by a title followed by a definition of the information covered by the class. In some cases particular information is excluded from the class, for example, because it is exempt under the Freedom of Information Act or other legislation. Each entry also contains details of how to obtain the information in that class. It is anticipated that the classes may be widened and/or new classes may be added to the scheme from time to time.

Responsibility for the Publication Scheme

The individual with overall and day to day responsibility for maintaining this scheme on behalf of the Governing Body is the Headteacher.

Procedures for making requests

A request for information should be made in writing or by email (info@stourvalleyeducation.org) and addressed for the attention of the Headteacher. The school will make reasonable efforts to provide the requested information. This will depend on availability.

The information covered by the Publication Scheme will be provided on the website. Paper documents will be provided if requested, although there may be a charge for this (see fees below).

The school will respond to requests for information promptly and, in any event, normally within twenty working days.

To help us process your request quickly, please clearly mark any **correspondence** **“PUBLICATION SCHEME REQUEST”** If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it and are prepared to share it.

Complaints

If the school does not comply with the Publication Scheme – for example by not making available documents it should, or delaying in providing them – a review of the school's actions can be requested by contacting the Governors, addressing the request to:

The Chair of Governors
Stour Valley Community School
Cavendish Road
Clare
Sudbury
CO10 8PJ

Telephone - 01787 279342
info@stourvalleyeducation.org – marked for the attention of the Chair of Governors

If a person is dissatisfied with the outcome of the review, a complaint can be made to the Information Commissioner:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone - 01625 545 700
Fax - 01625 545 510
Web - www.ico.gov.uk

Fees

Generally there will be no charge for requested information and information available from the website is free of charge. For providing information where costs of copying are involved, the school will charge:

- 10p per sheet of photocopy, print out and printed covering letter, regardless of sheet size or colour copy
- the actual cost of postage
- where a specific request is made for presentation in a particular form (e.g. CD ROM), the actual cost of doing so
- £25 per hour for staff time if it is necessary for a member of staff to accompany somebody requesting to inspect records

Responding to high cost requests (those expected to cost more than £250) is discretionary and the Governing Body will refuse such requests.

Freedom of Information

Date approved: **February 2016**

Next review date: **When applicable**

Categories of information published

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

Decision making processes and records of decisions.

Our policies and procedures

Current written protocols for delivering our services and responsibilities.

Lists and registers

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

The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

Who we are and what we do

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

Unless otherwise stated, the following current information will be made available :

Information published on the website

- Who's who on the governing body and the basis of their appointment
- Staffing structure
- Contact details for the Governing Body
- Contact details for the Headteacher
- Termly Governors' Reports
- Staffing structure
- School session times and term dates

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. The following current and previous year's information will be made available:

Freedom of Information

Date approved: **February 2016**

Next review date: **When applicable**

Information published on the website

- Annual budget plan and financial statements
- Capitalised funding
- Additional funding

What our priorities are and how we are doing

Development plans and performance information, plans, assessments, inspections and reviews will be available.

The following current information is available on DfE Performance Tables:

- Government supplied performance data
- The latest dashboard summary and full Ofsted reports

How we make decisions

Decision making processes and records of decisions available in minutes of governors' meetings.

The following current and previous three years' information will be made available:

- Admissions policy and decisions (but not individual admission decisions)
- Agendas of meetings of the Governing Body and its sub-committees
- Copies of documents considered at meetings of the Governing Body and its sub-committees (unless properly regarded as private to the meetings)
- Minutes of meetings of the Governing Body and its sub-committees (excluding items properly regarded as private to the meetings)

Our policies and procedures

The following current information will be made available:

School policies

School policies and procedures together with other information related to the school, including:

- Charging
- Health and safety and risk assessment
- Complaints procedure
- Discipline and grievance
- Performance Management
- Pay
- Staffing structure implementation plan
- Equality
- Child Protection policy and procedures
- Health and Safety

Freedom of Information

Date approved: **February 2016**

Next review date: **When applicable**

Pupil and Curriculum policies

- The home-school agreement
- Admission arrangements
- Curriculum
- Sex education
- Special Educational Needs and Disability
- Accessibility Plan
- Equality
- Collective worship
- Behaviour

Records management and personal data policies

- Information security
- Records retention, destruction and archive
- Data protection (including information sharing)

Lists and registers

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

The following current information will be made available:

By request from the school

- Central record of recruitment and vetting checks
- Disclosure logs
- Asset register
- Statutory instruments
- Register of student attendance
- Any information the school is currently legally required to hold in publicly available registers (but not the Attendance Register).

The services we offer

Information about the services the school provides:

- Extra-curricular (Period 6) activities

Information about further aspects of the school, such as out of school activities, educational trips, visiting speakers etc. are available and regularly updated on the Stour Valley Community School Facebook page.

Ratified by Governing Body	
Date	

Freedom of Information

Date approved: **February 2016**

Next review date: **When applicable**

