



PUBLICATION SCHEME

Date of Policy	Date approved by Governing Body	Date circulated to staff
January 2024	31/01/2024	
Chair of Governors		

Policy Review		
February 2027		

Introduction

Guide to the Publication Scheme

The information below is a guide to the Schools publication scheme, made under the FOIA. It follows the format recommended by the Information Commissioner and is designed to assist you by providing some examples of the types of information the School routinely publishes under each of the seven classes in the scheme.

The classes within the scheme are:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how are we doing
4. How we make decisions
5. Our policies and procedures

- 6. Registers
- 7. Services we offer

Some information within the publication scheme may only be available in paper format. Whilst the vast majority of information is made available free of charge, there may be circumstances when a small charge will be made to cover costs.

Information to be published	How the information can be obtained
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	website
Who's who on the governing body and the basis of their appointment	website
Instrument of Government	hardcopy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	hardcopy
School prospectus	General information about the school - website
Annual Report	n/a
Staffing structure	hardcopy
School session times and term dates	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	hardcopy
Capitalised funding	hardcopy
Additional funding	hardcopy
Procurement and projects	hardcopy
Pay policy	hardcopy
Staffing and grading structure	hardcopy
Governors' allowances	hardcopy
Class 3 – What our priorities are and how	(hard copy or website)

<p>we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website and hardcopy website
Performance management and procedures adopted by the governing body.	hardcopy
Schools future plans	hardcopy
Every Child Matters – policies and procedures	hardcopy
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Hardcopy and website (policies)
Agendas of meetings of the governing body and (if held) its sub-committees	hardcopy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	hardcopy
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Freedom of Information Policy • Equality and diversity (including equal opportunities) policies 	Hardcopy, selected policies available on website
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Collective Worship 	Hardcopy, selected policies available on website

<ul style="list-style-type: none"> • Special educational needs • Accessibility • Pupil discipline 	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Website and hardcopy
Charging regimes and policies.	website
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	hardcopy
Disclosure logs	hardcopy
Asset register	hardcopy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	hardcopy

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

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