



**LAYFIELD PRIMARY
SCHOOL**

Freedom of Information

June 2018

Review date: June 2019

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

1.1 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.

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 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you from school or on our website, <http://www.layfieldprimary.org.uk/>, to download and print off or available in paper form.

1.4 Some information which we hold may not be made public, for example personal information.

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

2. Aims and Objectives

2.1 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,

2.2 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'.

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

Who are we and what do we do

What we spend and how we spend it

What our priorities are and how we are doing

How we make decisions

Our policies and procedures

Lists and registers

The services we offer

4. How to request information

4.1 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. You can also visit our website at <http://www.layfieldprimary.org.uk/>

e-mail: **layfield.school@stockton.gov.uk**

Tel: 01642 786153

Fax: 01642 783281

Contact Address: Layfield Primary School,
Everingham Road.
Layfield Farm,
Yarm.
TS15 9TF

4.2 To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

4.3 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.

5. Paying for information

5.1 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.

5.2 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. Information to be published

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Current and previous three years as a minimum</p>	(hard copy and/or website)	
Who's who in the school	Prospectus - website	Free
Who's who on the governing body and the basis of their appointment	Prospectus – website Governors Page on Website Newsletters	Free Free Free
Instrument of Government	On request from school	See Schedule of Charges
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Newsletters Prospectus - website	Free Free

	Website Local Authority Website	Free Free
School prospectus	Website	Free
Annual Report	Website	Free
Staffing structure	Prospectus – website Website	Free Free
School session times and term dates	Website	Free
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	Website	Free
Capitalised funding	On request from school	See Schedule of Charges
Additional funding	On request from school	See Schedule of Charges
Procurement and projects	On request from school	See Schedule of Charges
Pay policy	On request from school	See Schedule of Charges
Staffing and grading structure	On request from school	See Schedule of Charges
Governors' allowances	N/A	
Pupil Premium	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	

Current information as a minimum		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Prospectus – website Website Ofsted Website	Free Free Free
Performance management policy and procedures adopted by the governing body.	On request from school	See Schedule of Charges
Schools future plans	On request from school	See Schedule of Charges
Every Child Matters – policies and procedures	On request from school	See Schedule of Charges
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)	Website	Free
Agendas of meetings of the governing body and (if held) its sub-committees	On request from school	See Schedule of Charges
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	On request from school	See Schedule of Charges
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)	

<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 • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>On request from school On request from school On request from school On request from school On request from school On request from school On request from school On request from school</p>	<p>See Schedule of Charges</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Website On request from school On request from school On request from school On request from school On request from school On request from school On request from school On request from school Website</p>	<p>See Schedule of Charges</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>On request from school On request from school On request from school</p>	<p>See Schedule of Charges</p>
<p>Charging regimes and policies.</p> <p>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.</p>	<p>On request from school</p> <p>Some information in prospectus - website</p>	<p>See Schedule of Charges</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by</p>	

	inspection)	
Curriculum circulars and statutory instruments	On request from school subject to data protection	See Schedule of Charges
Disclosure logs	On request from school subject to data protection	See Schedule of Charges
Asset register	On request from school subject to data protection	See Schedule of Charges
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On request from school subject to data protection	See Schedule of Charges
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	Free
Out of school clubs	Website	Free
School publications	Website On request from school	Free See Schedule of Charges
Services for which the school is entitled to recover a fee, together with those fees	On request from school subject to data protection	See Schedule of Charges
Leaflets books and newsletters	Website On request from school	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	N/A	

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost – paper, print cost, administration
	Photocopying/printing @ 10p per sheet (colour)	Actual cost – paper, print cost, administration
	Postage	Actual cost of Royal Mail stamps