

# Freedom of Information Publication Scheme



Last review: April 2021  
Next Review: April 2022  
Reviewed by: DPO  
Adopted by: DPO

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 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.

All information in our publication scheme is available for you on request. 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 (ICO).

Please see our school website for a lot of the information listed - [www.westberryfederation.org.uk](http://www.westberryfederation.org.uk). Please call the school office if you cannot find anything listed, or you do not have access to the internet.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            Organisational information, structures, locations and contacts            This will be current information only.</p>		
Who's who in the school	School website	Free
Who's who on the governing body / board of governors and the basis of their appointment	School website	Free
Instrument of Government	School office	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website	Free
Staffing structure	School website	Free
School session times and term dates	School website	Free
Address of school and contact details, including email address	School website	Free
<p><b>Class 2 – What we spend and how we spend it</b>            Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit            Current and previous financial year as a minimum.</p>		
Annual budget plan and financial statements	Hard copy	

Capital funding	Hard copy	See below for printing costs
Financial audit reports	Hard copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	
Pay policy	Hard copy	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	
<p><b>Class 3 – What our priorities are and how we are doing</b>  Strategies and plans, performance indicators, audits, inspections and reviews  Current information as a minimum.</p>		
<ul style="list-style-type: none"> <li>● Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>● The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>● Post-inspection action plan</li> </ul>	School website School website  Hard copy	Free  See below
Performance management policy and procedures adopted by the governing body.	School website	Free
Performance data or a direct link to it	School website	Free

The school's future plans (if applicable); for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy	See below
Safeguarding and child protection	School website	Free
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions Current and previous three years as a minimum.		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Minutes for the last 12 months -Website Minutes older than the last 12 months - Hard copy Agendas - Hard copy	Free
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>● Information security policies</li> <li>● Records retention, destruction and archive policies</li> <li>● Data protection (including information sharing policies)</li> </ul>	Website	Free
Statutory Policies - Accessibility Plans Admissions Policy Attendance Policy Behaviour Policy Child Protection & Safeguarding Policy Complaints Procedure Equality & Diversity Policy Health and Safety Policy Pupil Discipline Policy Relationships and Sex Education Policy	Website	Free

SEND Policy Supporting Pupils at School with Medical Conditions Policy Whistleblowing Policy		
Charging regimes and policies	Website	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register) Some information may only be available by inspection.		
Curriculum circulars and statutory instruments	Hard copy	See below
Disclosure logs	Hard copy. Some information may only be available for inspection.	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only		
Extra-curricular activities	We will send offers of extra curricular activities to parents via Parentmail. Or you can check our website for updates or contact the school office.	Free
Out of school clubs	Please find information about our Breakfast and Afterschool School Clubs via Parentmail correspondence, on our website or ask at the school office for current times.	Free

Services for which the school is entitled to recover a fee, together with those fees	Hard copy	See below
School publications, leaflets, books and newsletters	These may come home with your child. A copy may be on the school website or you can ask at the school office for another copy.	Free

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage (based on weight) Up to 100g 79p 101-250g £1.26 251-500g £1.64 501-750g £2.22	Actual cost of Royal Mail standard 2 <sup>nd</sup> class*

\* the actual cost incurred by the public authority