

# Summerfields

PRIMARY SCHOOL



## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

**Reviewed: December 2018**

**Next Review: December 2021**

**Signed:**

A handwritten signature in black ink, consisting of the letters 'JOM' in a stylized, cursive font.

**SUMMERFIELDS PRIMARY SCHOOL**  
**FREEDOM OF INFORMATION PUBLICATION SCHEME**

**RATIONALE:**

**1. Introduction: what a publication scheme is and why it has been developed**

This publication scheme Commits Summerfields Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the School.

The scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information that is held by the School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the School makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

**2. Classes of information**

**2.1 Who we are and what we do.**

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

**2.2 What we spend and how we spend it.**

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

**2.3 What our priorities are and how we are doing.**

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

## **2.4 How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

## **2.5 Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

## **2.6 Lists and registers**

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

## **2.7 The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not in general include:

- Information the disclosure of which is prevented by law , or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **3. The method by which information published under this scheme will be made available.**

The School will indicate clearly to the public what information is covered by this scheme and how it can be obtained. See Appendix A.

Where it is within the capability of the School, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

#### **4. Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorized, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

#### **5. Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

#### **6. Contact details**

If you require a paper version of any information, or want to ask whether information is available, please contact the school office by telephone, email, or letter. Contact details are set out below or you can visit our website at [www.summerfieldsprimary.co.uk](http://www.summerfieldsprimary.co.uk).

Email: [office@summerfields.iow.sch.uk](mailto:office@summerfields.iow.sch.uk)

Telephone: 01983 525085

Contact Address: Summerfields Primary School, Atkinson Drive, Newport, Isle of Wight, PO30 2LJ

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 it isn't on our website), you can still contact the School to ask if we have it.

Note: This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

APPENDIX A - Guide to information available from Summerfields Primary School under the model publication scheme

Information to be published. This includes datasets where applicable - please see "How to complete the Guide to Information".	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)</p> <p>This will be current information only</p>		
Who's who in the school	Hard copy	10p
Who's who on the governing body/board of governors and the basis of their appointment	Website Hard copy	Free 10p
Instrument of Government/Articles of Association	Website Hard copy	Free 10p
Contact details for the Head Teacher and for the governing body, via the school (names contacts where possible)	Head Teacher Ms Kay Wood Tel: 01983 525085 Governors (via clerk) Annika Franklin Email:annika.franklin@summerfields.iow.sch.uk	
School prospectus (if any)	Hard copy available from the school office Website	Free Free
Annual Report (if any)	Not applicable	
Staffing Structure	Hard copy	10p
School sessions times and term dates	Website	Free

Address of school and contact details, including email address	Head Teacher Ms Kay Wood Atkinson Drive, Newport, Isle of Wight, PO30 2LJ Tel: 01983 525085 Email: office@summerfields.iow.sch.uk	Free
<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		
Annual budget plan and financial statements	Hard copy	10p
Capital funding	Not applicable	
Pay policy	Hard copy	10p
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.	N/A	
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.	Local Authority HR Dept	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Governors' Allowance Policy Hard copy	10p
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy on website)	
Current information as a minimum.		
Performance data supplied to the Government		

The latest Ofsted/Estyn/Education and Training Inspectorate report - Summary - Full report	Website link Website Hard copy	Free Free 10p
Performance management policy and procedures adopted by the governing body.	Hard copy	10p
Performance data or a direct link to it	Website link	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Not applicable	
Safeguarding and child protection	Website Hard copy	Free 10p
<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 Hard copy	Free 10p
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.)	Hard copy	10p
<b>Class 5 - Our policies and procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only As a minimum these must include policies, procedures and documents that the school is required to have by statute.	Website Hard copy	Free 10p
Records management and personal data policies, including: • Information security policies	Hard copy	10p



<ul style="list-style-type: none"> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>		
Charging regimes and policies	Website Hard copy	Free 10p
<b>Class 6 - Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	<a href="http://www.dfe.gov.uk">www.dfe.gov.uk</a>	
Disclosure logs	Hard copy	10p
Asset register	Hard copy	10p
Any information the school is currently legally required to hold in publicly available registers	Not applicable	
<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	Not available	
Out of school clubs	Hard copy	10p
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	10p
School newsletters	Website Hard copy	Free 10p

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost (paper, ink, staff time)
	Photocopying/printing @ 15p per sheet (colour)	Actual cost (paper, ink, staff time)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Staff Time</b>	Requests will be costed on an individual basis at the time of enquiry.	For requests involving use of staff time an hourly charge will be incurred depending on the level of information requested.