

Edward Peake C of E (VC) Middle School

Federation Headteacher: Miss Z J Linington



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Freedom of Information Scheme

This is Edward Peake C of E (VC) Middle School's Publication Scheme on information available under the Freedom of Information Act 2000.

The Governing Body is responsible for maintenance of this scheme.

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

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

The scheme commits an authority (which includes community schools such as Edward Peake Middle School):

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 made 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 authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriated to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copy right work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form; some may also be available for you on our website to download and print off.

Information held 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. However, 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.

Aims and Objectives

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,

and this publication scheme is a means of showing how we are pursuing these aims.

Classes of Information

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future.

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

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, tendering, procurement and contracts.

What are priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocol for delivering our functions and responsibilities.

Lists and registers

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

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 generally 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.

How to request information

Many of the documents are available on our website. You will find our website at **www.edwardpeake.beds.sch.uk**

If you require a paper version of any of the documents within the scheme, please contact the school office by email, fax or letter. Contact details are below:

E mail: info@edwardpeake.beds.sch.uk

Fax: 01767 314006

Contact Address: Edward Peake C of E Middle School, Potton Road, Biggleswade, Bedfordshire, SG18 0EJ

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

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 we are legally required to translate any information we 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.

Paying for information

Information published on our website is free, although you may incur costs from your internet service provider and the cost of printing i.e. paper and ink.

Charges may be made for information subject to a charging regime specified by parliament. The charges applicable are detailed in Appendix B of this policy.

Charges may be made for actual disbursement incurred such as:

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

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.

Queries or Complaints

If you have a query about the information provided, require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher, Edward Peake C of E (VC) Middle School, Potton Road, Biggleswade, SG18 0EJ.

Should an issue remain unresolved it can be referred to the Information Commissioner’s Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000. They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website: www.informationcommissioner.gov.uk

Signed _____
Chair of Governors

Date approved _____ March 2017 _____

Review date _____ March 2019 _____

Appendix A

Guide to information available from Edward Peake C of E (VC) Middle School under the model publication scheme

| Information to be published | How the information can be obtained |
|---|---|
| Class 1 – who we are and what we do? | This will be current information only |
| Who's who in the school | Available on our school website or as a hardcopy |
| Who's who on the governing body and the basis of their appointment | Available on our school website or as a hardcopy |
| Instrument of Government | Available on our school website or as a hardcopy |
| Contact details for the Headteacher and for the governing body | Available on our school website or from the School Office |
| School Prospectus | Available on our school website or as a hardcopy |
| Staffing Structure | Available on our school website or as a hardcopy |
| School session times and term dates | Available on our school website or as a hardcopy |
| Address of school and contact details, including email address | Available on our school website or from the School Office |
| 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 | |
| Annual budget plan and financial statements | Available on request as a hardcopy |
| Capital funding information | Available on request as a hardcopy |
| Financial audit reports | Available on request as a hardcopy |
| Details of expenditure items over £2000 – published annually | Available on request as a hardcopy |
| 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 | Available on request as a hardcopy |
| Pay policy | Available on request as a hardcopy |

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| 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 | Available on request as a hardcopy |
| Staffing, pay and grading structure | Available on request as a hardcopy |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors | Available on request as a hardcopy |
| Class 3 – what our priorities are and how we are doing? | School vision, strategies and plans, performance indicators, audits, inspections and reviews |
| Performance data | Available on request as a hardcopy |
| The latest Ofsted (summary and full report) The latest post-inspection action plan | Available on our school website or as a hardcopy Available as a hard copy |
| Performance Management policy and procedures adopted by the governing body | Available on request as a hardcopy |
| Performance data or a direct link to it | Available on request as a hardcopy |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | Available on request as a hardcopy |
| Child Protection policy | Available on our school website or as a hardcopy |
| Class 4 – how we make decisions | Decision making process and records of decisions |
| Admissions policy (not individual admission decisions) | Available on our school website or as a hardcopy |
| 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) | Available on request as a hardcopy – some information may only be available by inspection |
| Class 5 – our policies and procedures | Current written protocols, policies and procedures for delivering our services and responsibilities |
| Current Information only - Policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests. | Available on our school website or as a hardcopy |
| Records management and personal data policies, including: Data protection School Security Policy Policy on Personal Information | Available on our school website or as a hardcopy |

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| Charging regimes and policies | Available on our school website or as a hardcopy |
| Class 6 – Lists and Registers | Currently maintained lists and registers only (this does not include the attendance register) |
| Curriculum circulars and statutory instruments | Available on request as a hardcopy – some information may only be available by inspection |
| Disclosure logs | Available on request as a hardcopy – some information may only be available by inspection |
| Asset register | Available on request as a hardcopy – some information may only be available by inspection |
| 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 | |
| Extra-curricular activities | Available on our school website or as a hardcopy - some information may only be available by inspection |
| Services for which the school is entitled to recover a fee, together with those fees | Available on our school website or as a hardcopy - some information may only be available by inspection |
| School publications, leaflets, books and newsletters | Available on our school website or as a hardcopy |

Schedule of charges

| Type of charge | Description | Basis of Charge |
|--------------------------|--|--|
| Disbursement cost | Photocopying/printing @ 8p per sheet (black and white) | Actual cost of production plus proportion of rental |
| | Photocopying/printing @ 10p per sheet (colour) | Actual cost of production plus proportion of rental |
| | Postage | Actual cost: Royal Mail standard 2 nd class |