



**SCHOOL PUBLICATION SCHEME ON INFORMATION AVAILABLE
UNDER THE FREEDOM OF INFORMATION ACT**

Date approved by Governing Body:	February 2019
Date of next review:	Spring 2022
Committee responsible for implementation and review:	FGB

This is the Federation of Bursledon Church of England Infant School and Bursledon Junior Schools' Scheme on Information available under the Freedom Act of Information Act 2000

As a result of the Publication Scheme Development and Maintenance Initiative the Information Commission Office (ICO) introduced a model publication scheme that all public sector organisations should adopt. The Governing Body is responsible for the maintenance of this scheme.

This publication scheme commits the Federation to make information available to the public as part of its normal activities. The information covered is included in the classes of information mentioned below, where this information is held by the Federation. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Federation Aims:

The Federation of Bursledon Schools aims to:

- through high-quality teaching and lifelong learning, enable every child to fulfil their learning potential, with education that meets the needs of each child, living out and fulfilling our Federation Values of Love, Respect and Aspire
- help every child develop the skills, knowledge and personal qualities needed for life and work, living out and fulfilling our Federation Values of Love, Respect, Aspire.

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

The scheme commits the Federation:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Federation and falls within the classifications below.
- To specify the information which is held by the Federation 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 Federation 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 Federation that has been requested, and any updated versions it holds, unless the Federation is satisfied that it is not appropriate 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 copyright work and the Federation is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

1 - Who we are and what we do.

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

2 - What we spend and how we spend it.

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

3 - What our priorities are and how we are doing.

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

4 - How we make decisions.

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

5 - Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

6 - Lists and registers.

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

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 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.

The method by which information published under this scheme will be made available

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

Where it is within the capability of the Federation, information will be provided on the Federation 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, the Federation 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 the Federation 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.

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 Federation 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 incurred 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 authorised, 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the Federation.

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.

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.

How to request information

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.

Federation of Bursledon CE(C) Infant and Bursledon Junior Schools
Long Lane
Bursledon
Southampton
SO31 8BZ
Telephone : 023 80402869/023 80402738
www.bursledonschools.co.uk

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

If the information you are looking for is not available via the scheme, you can still contact the federation to ask if we have it.

Paying for information

Information which is available on the Federation's website is available at no cost apart from your usual internet access charges. There is no charge for Electronic copies.

Information which is either requested or is only available in hardcopy will be charged for in accordance with the following schedule of charges. An exact cost of reproduction can be obtained prior to printing on application to the school office.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	CHARGE CODE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *	
	Photocopying/printing @ 20p per sheet (colour)		
	Postage	Actual cost of Royal Mail standard 2 nd class	
Statutory Fee	If appropriate	In accordance with the relevant legislation	

* the actual cost incurred by the public authority

Guide to the information available for the Federation of Bursledon Schools under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do	(hard copy and/or website) https://www.bursledonschools.co.uk	
Address of school and contact details, including email address	In policy. Website. Electronic Hard copy	Free 10p per sheet
Who's who in the school	Website Hard copy	Free 10p per sheet
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Electronic	Free
Contact details for the Head teacher and for the governing body	Website	Free 10p per sheet
School prospectus	Website Hard copy	Free Free
Annual Report (if any) Governors' annual statement	Website. Electronic Hard copy	Free 10p per sheet
Staffing structure	Electronic Hard copy	Free 10p per sheet
School session times and term dates	Website. Electronic Hard copy	Free 10p per sheet
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Electronic Hard copy Hantsweb: http://www3.hants.gov.uk/education/schools	Free 10p per sheet Free
Capital funding	Electronic Hard copy Hantsweb: http://www3.hants.gov.uk/education/schools	Free 10p per sheet Free
Financial audit reports	Electronic Hard copy	Free 10p per sheet
Details of expenditure over £2000 – published at least annually but at a more frequent quarterly or six-monthly where practical	Electronic Hard copy	Free 10p per sheet
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)	Electronic Hard copy	Free 10p per sheet
Pay policy	Website Hard copy	Free 10p per sheet

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	Electronic Hard copy	Free 10p per sheet
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	Pay policy Electronic Hard copy	Free Free 10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Website (Governor Allowances Policy only) Electronic Hard copy	Free Free 10p per sheet
Class 3 – What our priorities are and how we are doing		
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 	Electronic Hard copy Website. Electronic Hard copy	Free 10p per sheet Free 10p per sheet
Performance management policy and procedures adopted by the governing body	Website. Electronic Hard copy	Free 10p per sheet
The Federation's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Electronic Hard copy	Free 10p per sheet
Safeguarding and child protection	Website. Electronic Hard copy	Free 10p per sheet
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions)	Website. Electronic Hard copy	Free 10p per sheet
Agendas of meetings of the Governing Body and its committees	Electronic Hard copy	Free 10p per sheet
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meetings and will only apply to approved minutes	Electronic Hard copy	Free 10p per sheet
Class 5 – Our policies and procedures		
School policies including: <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 	Website. Electronic. Hard copy Website. Electronic. Hard copy Website. Electronic. Hard copy Website. Electronic. Hard copy Electronic. Hard copy	For all Website and Electronic copies - free Hard copies 10p per sheet

<ul style="list-style-type: none"> Information request handling policy Equality and diversity (including equal opportunities) policies Staff recruitment policies 	<p>Electronic. Hard copy</p> <p>Electronic. Hard copy</p> <p>Electronic. Hard copy</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> Home-school agreement Curriculum Relationships and sex education policy Special educational needs Accessibility plan Equality policy Employment equality policy Collective worship policy Behaviour policy 	<p>Website. Hard copy</p> <p>Website. Hard copy</p> <p>Website. Hard copy</p> <p>Website. Hard copy</p> <p>Website. Hard copy</p> <p>Website. Hard copy</p> <p>Website. Hard copy</p> <p>Website. Hard copy</p> <p>Website. Hard copy</p>	<p>For all</p> <p>Website and Electronic copies - free</p> <p>Hard copies 10p per sheet</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> GDPR –statement of intent Data protection (including information sharing policies) 	<p>Electronic. Hard copy</p> <p>Electronic. Hard copy</p>	<p>Electronic – free</p> <p>Hard copy – 10p per sheet</p>
<p>Charging regimes and policies</p> <ul style="list-style-type: none"> Charging an Remissions policy Lettings policy 	<p>Website</p> <p>Hard copy</p> <p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p> <p>10p per sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (not attendance register)</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Department for Education website</p>	<p>Free</p>
<p>Disclosure logs</p>	<p>Electronic</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Asset register</p>	<p>Electronic</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Electronic</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Class 7 – The services we offer</p> <p>Current information only</p>		
<p>Extra-curricular activities</p>	<p>Electronic</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Out of school clubs</p>	<p>Electronic</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Electronic</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Mrs Sian Smith, Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. Please visit the Information Commissioner's website or contact the department on:

Phone: 0303 123 1113
Website : www.ico.org.uk