



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

Date of last review:	December 2015
Date approved by Governing Body:	18 <sup>th</sup> January 2016
Date of next review:	Spring 2019
Committee responsible for implementation and review:	Finance and Resources

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

As a result of the Publication Scheme Development and Maintenance Initiative the Information Commission Office (ICO) has introduced a model publication scheme that all public sector organisation should adopt from 1 January 2009. 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 (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.

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.*

The scheme covers information already published and information which is to be published in the future. All information in our Publication Scheme is available for you on our website or in paper or electronic form.

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 Federation 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, Aspire

Signed ..... Date.....  
Chair of Governors

- 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 showing how we are pursuing these aims.***

### **Categories of information published**

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’. These are contained as an annex to this scheme.

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

*School Prospectus* – information published in the school prospectus.

*Governors’ Documents* – information published in the agreed minutes of governing body meetings and its committees

*Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.

*School/Federation Policies and other information related to the schools* - information about policies that relate to the schools in general.

### **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

Or you can visit our federation website at [www.bursledonschools.co.uk](http://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. If you do not have internet access, you may access our website using a local library or an Internet cafe.

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 <sup>nd</sup> class	
Statutory Fee	If appropriate	In accordance with the relevant legislation	

\* the actual cost incurred by the public authority

## Freedom of Information

### Guide to information available from the Federation of Bursledon Church of England Infant School and Bursledon Junior School under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
For details of a wider range of costs than in this schedule, please see main policy		
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Website, electronic or 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, via the school (named contacts where possible).	Website and hard copy	Free 10p per sheet
School prospectus (if any)	Website and hard copy	Free Free
Annual Report (if any) Governors' annual statement	Website, electronic or hard copy	Free 10p per sheet
Staffing structure	Electronic and hard copy	Free 10p per sheet
School session times and term dates	Website, electronic and hard copy	Free 10p per sheet

<b>Information to be published</b> For details of a wider range of costs than in this schedule, please see main policy	<b>How the information can be obtained</b>	<b>Cost</b>
Address of school and contact details, including email address.	Detail within the policy, on website, electronic or hard copy	Free 10p per sheet
<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	(hard copy and/or website)	
Annual budget plan and financial statements	Electronic and hard copy Hantsweb: <a href="http://www3.hants.gov.uk/education/schools">http://www3.hants.gov.uk/education/schools</a>	Free 10p per sheet Free
Capital funding	Electronic and hard copy Hantsweb: <a href="http://www3.hants.gov.uk/education/schools">http://www3.hants.gov.uk/education/schools</a>	Free 10p per sheet Free
Financial audit reports	Electronic or hard copy	Free 10p per sheet
Details of expenditure over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Electronic and 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 and hard copy	Free 10p per sheet
Pay policy	Website and hard copy	Free 10p per sheet

<b>Information to be published</b> For details of a wider range of costs than in this schedule, please see main policy	<b>How the information can be obtained</b>	<b>Cost</b>
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 and 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 and hard copy	Free 10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website for allowances policy only Electronic and hard copy	Free Free 10p per sheet
<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	(hard copy or website)	
School profiles <ul style="list-style-type: none"> <li>• Government supplied performance data supplied</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Electronic and hard copy  Website, electronic and hard copy	Free 10p per sheet  Free 10p per sheet
Performance management policy and procedures adopted by the governing body.	Website, electronic or hard copy	Free 10p per sheet

<b>Information to be published</b> For details of a wider range of costs than in this schedule, please see main policy	<b>How the information can be obtained</b>	<b>Cost</b>
Performance data or a direct link to it	Electronic and 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 and hard copy	Free 10p per sheet
Safeguarding and child protection	Website, electronic and hard copy	Free 10p per sheet
<b>Class 4 – How we make decisions</b> (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) – where applicable	Website, electronic and hard copy	Free 10p per sheet
Agendas of meetings of the governing body and its committees.	Electronic and hard copy	Free 10p per sheet
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meetings and will only apply to approved minutes.	Electronic and hard copy	Free 10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	(hard copy or website) (see below)	

<b>Information to be published</b> For details of a wider range of costs than in this schedule, please see main policy	<b>How the information can be obtained</b>	<b>Cost</b>
Federation policies including: <ul style="list-style-type: none"> <li>• Charging and Remissions policy</li> <li>• Health and Safety</li> <li>• Complaints Procedure</li> <li>• Staff Conduct policy</li> <li>• Discipline and Grievance policies</li> <li>• Staffing Structure implementation plan</li> <li>• Information Request Handling policy</li> <li>• Equality and Diversity(including Equal Opportunities) policies</li> <li>• Staff Recruitment policies</li> </ul>	Website and hard copy Website and hard copy Website and hard copy Website and hard copy Hard copy Electronic and hard copy Electronic and hard copy Electronic and hard copy Electronic and hard copy	<u><b>For all</b></u>  Website & Electronic copies – free  Hard copies – 10p per sheet
Pupil and curriculum policies including: <ul style="list-style-type: none"> <li>• Home-School Agreement</li> <li>• Curriculum</li> <li>• Relationships and Sex Education policy</li> <li>• Accessibility plan</li> <li>• Special Educational Needs and Disability policy</li> <li>• Equality policy</li> <li>• Employment equality policy</li> <li>• Collective worship</li> <li>• Careers Education</li> <li>• Pupil Discipline</li> </ul>	Website and hard copy Website and hard copy	<u><b>For all</b></u>  Website & Electronic copies – free  Hard copies – 10p per sheet
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>	The federation follows County guidelines Hard copy Policy on website	10p per sheet Free

<b>Information to be published</b> For details of a wider range of costs than in this schedule, please see main policy	<b>How the information can be obtained</b>	<b>Cost</b>
Charging regimes and policies. <ul style="list-style-type: none"> <li>• Charging and Remissions policy</li> <li>• Lettings policy</li> </ul>	Website and hard copy Website and hard copy	Free 10p per sheet Free 10p per sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only <b>(this does not include the attendance register).</b>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Department for Education website Electronic and hard copy	Free Free 10p per sheet
Disclosure logs	Electronic and hard copy	Free 10p per sheet
Asset register	Electronic and hard copy	Free 10p per sheet
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Electronic or hard copy	Free 10p per sheet
<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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website, electronic and hard copy	Free 10p per sheet

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
For details of a wider range of costs than in this schedule, please see main policy		
Out of school clubs	Website, electronic and hard copy	Free 10p per sheet
Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters	Electronic and hard copy	Free 10p per sheet
<b>Additional Information</b>		
This will provide schools with the opportunity to publish information that is not itemised in the lists above		

### **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, Executive 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**

**01625 54 57 45**

**E Mail: Enquiry form on the Information Commissioner's website**

**Website : [www.ico.gov.uk](http://www.ico.gov.uk)**