



## Freedom of Information 2019

# Guide to information available from Chisenhale Primary School under the model publication scheme

### **Introduction**

The Freedom of Information Act 2000 requires all public authorities (including schools) to produce a register of all of the types of information that they will make available to the public. This publication scheme follows a model approved by the Information Commissioners Office. This scheme is not a list of individual publications but rather a description of the classes of types of information that we are committed to publishing. This list is not an exhaustive list of all of the types of information that we publish. We try to proactively publish as much information as we can where the information would have a wider public interest.

This scheme does not include information that we consider to be sensitive, such as personal information, information prevented from disclosure by law or information about security matters.

### **Classes of Information**

There are six classes of information that we hold: -

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- The services we offer

### **Making Information Available**

Information will generally be made available on the school website. Where it is not possible to include this information on the school website, or when an individual does not wish to access the information by the website the school will indicate how information can be obtained by other means and provide it by those means. This may be detailed in response to a request or within the scheme itself. This will usually be by way of a paper copy.

In some 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.



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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 shall do so.

#### **Charges for Information Published Under this Scheme**

The school may charge individuals for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at the 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 the website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges will be made to cover:

- Photocopying
- Postage and Packaging
- The costs directly incurred as a result of viewing information

Single copies of information requested which are covered by the publication scheme will be provided free unless otherwise stated within the scheme. If the request involved a large amount of photocopying, printing or postage, then this may be at a cost. If this is the case we will let you know as well as let you know the cost before fulfilling your request.

#### **How to request information**

If you require a paper version of any of the documents within the scheme please contact the school using the contact details below.

Telephone: 0208 980 2584

Email: [admin@chisenhale.towerhamlets.sch.uk](mailto:admin@chisenhale.towerhamlets.sch.uk)

Address: Chisenhale Primary School, Chisenhale Road, Bow, London, E3 5QY

Please mark all correspondence "Publication Scheme Request" in order to help us process your request quickly. If the information you are looking for isn't available via the scheme, you can still contact the school to ask if we have this information.

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| <b>Information to be published.</b><br><b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>              | <b>How the information can be obtained</b>  | <b>Cost</b> |
|---|---|-------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | <b>Hard copy</b><br>School office<br><br><b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a> | Free        |
| Who’s who in the school   | <b>Hard copy</b><br>School office<br><b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a>     | Free        |
| Who’s who on the governing body / board of governors and the basis of their appointment   | <b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a>  | Free        |
| Instrument of Government / Articles of Association  | <b>Hard copy</b><br>Contact Headteacher/Finance Manager   |             |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).  | <b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a><br>Contact school office                 | Free        |

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|   |   |           |
|---|---|-----------|
| School prospectus (if any)  | <b>Hard copy</b><br>Contact school office/SAO   |           |
| Annual Report (if any)  |   |           |
| Staffing structure  | <b>Hard copy</b><br>Contact school office   | Free      |
| School session times and term dates   | <b>Hard copy</b><br>Contact school office<br><b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a> | Free      |
| Address of school and <b>contact details, including email address.</b>  | <b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a>  | Free      |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | <b>Hard copy</b><br>Contact Finance Manager   | 10p/sheet |
| Current and previous financial year as a minimum  | <b>Website</b><br>Add dfe website for CFR information   | Free      |
| Annual budget plan and financial statements   | <b>Hard copy</b><br>Contact Finance Manager   | 10p/sheet |
| Capital funding   | <b>Hard copy</b><br>Contact Finance Manager   | 10p/sheet |
| Financial audit reports   | <b>Hard copy</b><br>Contact Finance Manager   | 10p/sheet |

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|  |  |            |
|--|--|------------|
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.  | <b>Hard copy</b><br>Contact Finance Manager  | 10p/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).                                 | <b>Hard copy</b><br>Contact Finance Manager  | 10p/sheet  |
| Pay policy   | <b>Hard copy</b><br>Contact Headteacher<br>Finance Manager   |            |
| 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. | Contact Headteacher<br>Finance Manager   | 10p a 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.                    | <b>Hard copy</b><br>Contact Headteacher<br>Finance Manager   | 10p a copy |
| Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.   | <b>Hard copy</b><br>Contact Finance Manager  | 10p a copy |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)   | <b>Hard copy</b><br>Contact Headteacher  |            |
| Current information as a minimum   | <b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a> | Free       |
| School profile (if any)  | <b>Hard copy</b>   | 10p a copy |



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|   |   |             |
|---|---|-------------|
| <p>And in all cases:</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> | <p>Contact Headteacher</p> <p><b>Website</b><br/> <a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a></p>  | <p>Free</p> |
| <p>Performance management policy and procedures adopted by the governing body.</p>  | <p><b>Hard copy</b><br/> Contact Headteacher<br/> <b>Website</b><br/> <a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a></p>                            | <p>Free</p> |
| <p>Performance data or a direct link to it</p>  | <p><b>Hard copy</b><br/> Contact Headteacher<br/> <b>Website</b><br/> <a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a></p>                            | <p>Free</p> |
| <p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>   | <p>Contact Headteacher<br/> <b>Website</b></p>  | <p>Free</p> |
| <p>Safeguarding and child protection</p>  | <p><b>Hard copy</b><br/> Contact Headteacher<br/> Assistant Headteacher<br/> <b>Website</b><br/> <a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a></p> | <p>Free</p> |
| <p><b>Class 4 – How we make decisions</b><br/> (Decision making processes and records of decisions)</p>   | <p><b>Hard copy</b><br/> Contact Headteacher</p>  | <p>Free</p> |



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|  |   |      |
|--|---|------|
| Current and previous three years as a minimum  | <b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a>  |      |
| Admissions policy/decisions (not individual admission decisions) – where applicable  | <b>Hard copy</b><br>Contact school office<br><b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a>     | 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).   | <b>Hard copy</b><br>Contact Headteacher<br>Finance Manager  | Free |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only.<br>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998. | <b>Hard copy</b><br>Contact school office<br><br><b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a> | Free |
| Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security policies</li> </ul>  | <b>Hard copy</b><br>Finance Manager/SAO   | Free |



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|  |  |                   |
|--|--|-------------------|
| <ul style="list-style-type: none"> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>  | <p><b>Website</b><br/> <a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a></p>  |                   |
| <p>Charging regimes and policies.<br/>                 This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.<br/>                 If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p> | <p><b>Hard copy</b><br/>                 Finance Manager</p> <p><b>Website</b></p>   | <p>Free</p>       |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>  | <p><b>Hard copy</b><br/>                 Contact school office</p> <p><b>Website</b><br/> <a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a><br/>                 some information may only be available by inspection</p> | <p>Free</p>       |
| <p>Curriculum circulars and statutory instruments</p>  | <p>Office</p>  | <p>10p a copy</p> |
| <p>Disclosure logs</p>   |  |                   |
| <p>Asset register</p>  | <p>Inspection only</p>   | <p>Free</p>       |
| <p>Any information the school is currently legally required to hold in publicly available registers</p>  | <p><b>Hard copy</b><br/>                 Contact school office</p>   | <p>Free</p>       |
| <p><b>Class 7 – The services we offer</b></p>  | <p><b>Hard copy</b></p>  |                   |



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Learning Together for a Better Future

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|   |   |                         |
|---|---|-------------------------|
| <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>   | <p>Contact school office</p> <p><b>Website</b><br/> <a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a><br/>                     some information may only be available by inspection</p>                  | <p>Free</p>             |
| <p>Extra-curricular activities</p>  | <p><b>Hard copy</b><br/>                     Contact school office<br/>                     Parental Engagement Officer</p> <p><b>Website</b><br/> <a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a></p> | <p>Free</p> <p>Free</p> |
| <p>Out of school clubs</p>  | <p><b>Hard copy</b><br/>                     Contact school office/Parental Engagement Officer</p> <p><b>Website</b><br/> <a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a></p>                          | <p>Free</p>             |
| <p>Services for which the school is entitled to recover a fee, together with those fees such as:<br/>                     Breakfast Club<br/>                     Night Owls After School Club – working parents<br/>                     Extra- Curricular clubs – extended schools<br/>                     Music lessons</p> | <p><b>Hard copy</b><br/>                     Contact school office/Finance Manager</p> <p><b>Website</b><br/> <a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a></p>                                      | <p>Free</p>             |

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|  |   |      |
|--|---|------|
| School publications, leaflets, books and newsletters   | <b>Hard copy</b><br>Contact school office<br><b>Website</b><br><a href="http://www.chisenhale.towerhamlets.sch.uk">www.chisenhale.towerhamlets.sch.uk</a> | Free |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above |   |      |



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#### **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>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying/printing @<br>00466p per sheet A3<br>00799p per sheet A4(black & white) | Actual cost  |
|                          | Photocopying/printing @<br>04259p per sheet (colour)                                 | Actual cost  |
|                          | Postage<br>58p<br>67p  | Actual cost of Royal Mail standard<br>2 <sup>nd</sup> class<br>1 <sup>st</sup> class |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation (quote the actual statute)               |
| <b>Other</b>             |  |  |