

MAYFIELD SCHOOL



FREEDOM OF INFORMATION PUBLICATION SCHEME

2022

Approved by ¹	
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Position:	Chair of Governors
Signed:	
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Freedom of Information

Guide to information available from Mayfield School

We referred to the Information Commissioner's Office (ICO) ['Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme' \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
Class 1 - Who we are and what we do Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).	Website	
Head teacher's contact details.	Website	
Who's who in the school	Website Class lists	
Who's who on the governing body/board of governors	Website	
Governing body's or board of governors'	Website	
Instrument of Government	Hard Copy on request	
School session times and term dates	Website	

Current information to be published	How you can obtain information	Cost
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.</p>	Hard copy on request	
Annual budget and financial statements or the academy annual accounts.	Hard copy on request	
Capital funding.	Hard copy on request	
Financial audit reports.	Hard copy on request	
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Hard copy on request	
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard copy on request	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy on request	
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Hard copy on request	
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Hard copy on request	
Details of any premiums we receive such as Pupil premium.	Hard copy on request	
<p>Class 3 – What our priorities are and how we are doing</p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>	Hard copy on request	

Current information to be published	How you can obtain information	Cost
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	Website	
Careers programme information	Hard copy on request Website	
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Meet with Headteacher to discuss request	
Our school profile and performance data supplied to the Government (GIAS)	GIAS website	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Website	
Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard copy available on request	
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	Website	
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	Staffroom notice board Hard copy available on request	
Class 5 – Our policies and procedures Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.	Website	

Current information to be published	How you can obtain information	Cost
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Website	
Safeguarding and child protection, including protecting children’s personal data.	Website	
Equality and Diversity.	Website	
Policies and procedures relating to recruitment and human resources.	Hard copy available on request	
Special educational needs and disability.	Website	
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Website	
Pay Policy	Website	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	Website	
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	Website	
Class 6 – Lists and Registers Lists and registers we currently maintain	Meet with Headteacher to discuss request	
Curriculum circulars and statutory instruments	Hard copy available on request	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Meet with Headteacher to discuss request	
Disclosure logs i.e., information provided in response to FOIA requests	Meet with Headteacher to discuss request	

Current information to be published	How you can obtain information	Cost
Asset register and Information Asset register	Meet with Headteacher to discuss request	
Any information we are currently legally required to hold in publicly available registers	Meet with Headteacher to discuss request	
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Website Social media Home/school letters	
Extra-curricular activities	Website Social media Home/school letters	
Out of school clubs	Website Social media Home/school letters	
Services for which the school is entitled to recover a fee, together with those fees	Home/school letters	
School publications, leaflets, books, and newsletters	Website Hard copy on request	
Additional Information Any information that is not itemised in the lists above		

Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		