

# Mayfield School



## FREEDOM OF INFORMATION PUBLICATION SCHEME 2019

**APPROVED BY <sup>1</sup>:**

**Name: David Batten**

**Position: Chair of Governors**

**Signed:** 

**Date: 10<sup>th</sup> July 2019**

**Review Date <sup>2</sup>: Summer Term 2022**

<sup>1</sup>The Governing Body are free to determine how to implement.

<sup>2</sup>The Governing Body are free to determine review frequency.

## REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
Version 1	Original	January 2012
Version 2	Reformatted only	February 2014
Version 3	Revised & updated	March 2016
Version 4	Updated to comply with ICO current version of this document	July 2019

# Freedom of Information

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

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Prospectus - website	
Who's who in the school	Prospectus - website	
Who's who on the governing body and the basis of their appointment	Prospectus – website Safeguarding Flyer	
Instrument of Government	Hard Copy on request	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	
School prospectus	Website	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address	Website	

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<p><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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy on request	
Annual budget plan and financial statements	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	
Procurement and contracts the school has entered into.	Hard copy on request	
Pay policy	Hard copy on request	
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	Hard copy on request	
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.	Hard copy on request	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy on request	

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<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	Website	
School profile <ul style="list-style-type: none"><li>• Government supplied performance data</li><li>• The latest Ofsted report<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li></ul>	Website	
Performance management policy and procedures adopted by the governing body.	Hard copy on request Website	
The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Hard copy on request	
Safeguarding and child protection	Hard copy on request	

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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>Hard copy on request</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard copy on request</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard copy on request</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard copy on request and/or website</p>	
<p>School policies including:</p> <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>	<p>Website Website Website Website Hard copy on request Hard copy on request Hard copy on request Website Website Hard copy on request</p>	

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<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Website Website Website Website Website Website Website Website Website</p>	
<p>Records management and personal data policies, including:</p> <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>	<p>Meet with Headteacher to discuss request</p>	
<p>Charging regimes and policies. 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.</p>	<p>Website</p>	

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<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Meet with Headteacher to discuss request	
Curriculum circulars and statutory instruments	Hard copy available on request	
Disclosure logs	Meet with Headteacher to discuss request	
Asset register	Hard copy available on request	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Meet with Headteacher to discuss request	



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<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	Via letters	
Out of school clubs	Via letters	
School publications	Via letters	
Services for which the school is entitled to recover a fee, together with those fees	Via letters	
Leaflets books and newsletters	Via letters	

We are committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000: Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme

We will normally confirm within 5 working\* days whether or not we hold the information you request and, if we do, we will provide it within 20 working\* days. \*Please note: Working days refers to term time only as contained in Statutory Instrument 3364.

Your request must be in writing (letter or email) to ensure that we have a clear statement of what is requested.

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please). If the information you’re looking for isn’t available via the scheme, you can still contact the school to ask if we have it.

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In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:

The Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday

Fax 01625 524510

Email [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)\*protected email\*

Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act.

If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment (cash or cheque). The time allowed for us to provide the information (20 working\* days) does not include the period between the issuing of the fees notice and the receipt of the payment.

We may be unable to provide the information you request for any for the following reasons:

- We do not hold the information
- We are applying an exemption to the disclosure
- It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).

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If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.

The School will seek advice as necessary to clarify any points or to help resolve any disputes over information requests.

### **CHARGES**

The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD, video or audio cassette;
- translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.