



Millbrook Primary School

Freedom of Information Publication Scheme

The governing body is responsible for maintenance of this scheme, which was approved on July 2018.

1. Introduction: what a publication scheme is and why it has been developed.

This publication scheme commits Millbrook Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school.

The scheme commits Millbrook Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school 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 school 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.

2. Classes of information.

2.1 Who we are and what we do.

The following documents can be made available from the school or found on line:

- Articles of Association of Millbrook Primary School
- Company number: **8713217**
- Instrument of Government
- School Prospectus
- Home School Agreement
- Website: **www.millbrook.swindon.sch.uk**
- Names of board of governors/directors of the academy
- Terms of reference for governing body committees
- School session and term dates for the current academic year

- Staffing list
- Guidance for Safer Working Practice/Staff Code of Conduct
- Location and contact information

Millbrook Primary School
 Worsley Road
 Freshbrook
 Swindon
 SN5 8NU
 Tel: 017893 872800

Headteacher: Mrs K Pyman
 Chair of Governors: Mrs C Davison, Mr L Dawson

2.2 What we spend and how we spend it.

- Annual budget plan and financial statements
- Audited accounts of the academy
- Three year financial plan
- Capital funding allocations and spending
- Procurement policy
- Pay policy
- Finance policies

2.3 What our priorities are and how we are doing.

- Latest Ofsted report (if applicable)
- Staff Appraisal policy
- School Development Plan
- Child Protection policy
- Inclusion policy
- Health and safety policy and inspection reports
- Premises Management Policy
- SEN policy

2.4 How we make decisions.

- Admissions policy
- Emergency/Business Continuity Plan
- Minutes of Governing body and sub-committee meetings

2.5 Our policies and procedures.

- **General School policies**
 - Attendance
 - Community use
 - Complaints
 - Confidentiality
 - Dealing with capability issues for support staff
 - Exclusion (please see Behaviour for Learning)
 - Fire safety
 - Health and safety
 - Caterpillar Pre-school admissions
 - Physical Restraint and Contact policy
 - Whistleblowing

- **Pupil and curriculum policies**
 - Able, gifted and talented
 - Accessibility
 - Anti bullying
 - Arts
 - Assessment
 - Behaviour for Learning policy
 - Calculation
 - Child protection
 - Collective Worship
 - Curriculum
 - Design Technology
 - Disability
 - Drugs
 - Educational visits
 - Geography
 - Handwriting
 - Healthy eating
 - History
 - Home school agreement
 - ICT
 - Inclusion
 - Internet safety
 - Literacy
 - Marking policy

- Mathematics
 - Modern Foreign languages
 - Music
 - PE
 - PSHE and citizenship
 - RE
 - Science
 - Sex and relationship education
 - Teaching and learning
- **Equality and diversity**
 - Single Equality Scheme
 - Equal opportunities
 - Inclusion
 - Pupils with medical needs
 - Racial equality
 - Social inclusion
 - Special educational needs
 - **Policies and procedures for the recruitment of staff**
 - Details of current vacancies will be made readily available
 - **Charging regimes**
 - Charging policy

2.6 Lists and registers.

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- Any information the school is currently legally required to hold in publicly available registers

2.7 The services we offer.

- The Hub Breakfast and After school club
- Caterpillar Pre-school

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.

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

Millbrook Primary School 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 school, information will be provided on our 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, we 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 an authority 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.

4. 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 school 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.

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.

5. 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.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, or letter. Contact details are set out below:

- Email: secretary@millbrook.swindon.sch.uk
- Tel: 01793 872800

Contact Address:

Millbrook Primary School
Worsley Road
Freshbrook
Swindon
SN5 8NU

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 and isn't on our website, you can still contact the school to ask if we have it.

Note: This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

Date Approved: Jul 2018

To be reviewed: Jul 2021