

Publication Scheme

This is the Publication Scheme for The Rackham C of E Primary School relating to information available under the Freedom of Information Act 2000

1. 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 that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information that 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.

2. 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'. The classes of information we publish are set out in the table below unless:

- We do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- The information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The School must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine release.

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who’s who in the school	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Who’s who on the governing body / board of governors and the basis of their appointment	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Instrument of Government / Articles of Association	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Contact details for the Head teacher and for the governing body via the school.	School Website www.rackhamprimaryschool.com Hard copy	Per Page
School prospectus	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Staffing structure	School Website www.rackhamprimaryschool.com Hard copy	Per Page
School session times and term dates	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Address of school and contact details, including email address.	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year.		Per Page
Annual budget plan and financial statements	Hard copy DFE https://schools-financial-	Per Page

	benchmarking.service.gov.uk/	
Capital funding	Hard copy DFE: https://schools-financial-benchmarking.service.gov.uk/	Per Page
Financial audit reports	Hard copy	Per Page
Details of expenditure items over £2000	Hard copy	Per Page
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)	Hard copy	Per Page
Pay policy	Hard copy	Per Page
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	Per Page
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 (see pay policy)	Per Page
payments made to individual governors. Governors' allowances that can be incurred or claimed, and a record of total Currently no payments are made to Governors under this heading	Hard Copy	Per Page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information.		
School profile And <ul style="list-style-type: none"> • Performance data supplied to the English Government • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	School Website www.rackhamprimaryschool.com https://www.gov.uk/school-performance-tables Hard copy	Per Page
Performance management policy and procedures adopted by the governing body	Hard copy	Per Page
Performance data	School Website www.rackhamprimaryschool.com https://www.gov.uk/school-performance-tables	Per Page

	Hard copy	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Safeguarding and child protection	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years.		
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website www.rackhamprimaryschool.com Hard copy	Per Page
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).	Hard copy	Per Page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. 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.		
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 policies) 	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Charging regimes and policies.	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	School Website www.rackhamprimaryschool.com Hard copy	Per Page

	some information may only be available by inspection	
Disclosure logs	Hard copy	Per Page
Asset register	Hard copy some information may only be available by inspection	Per Page
Any information the school is currently legally required to hold in publicly available registers	Hard copy	Per Page
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Out of school clubs	School Website www.rackhamprimaryschool.com Hard copy	Per Page
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	Per Page
School publications, leaflets, books and newsletters	School Website www.rackhamprimaryschool.com Hard copy	Per Page

3. 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, or letter. Contact details are set out below or you can visit our website at www.rackhamprimaryschool.com

. Email: finance@rackham.cambs.sch.uk

Tel: **01353 662436**

Contact Address: Main Street, Witchford, Ely Cambs, CB6 2UL

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 or on the website you can still contact the school to ask if we have it.

4. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Hard copies of information covered by this publication are provided according to the cost schedule shown below:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	If any incurred	In accordance with the relevant legislation
Other	Additional costs incurred e.g. staff administration time	Actual cost

5. 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 B Harrison, 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. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 0303 123 1113

Website: www.ico.gov.uk

Agreed **November 2019**

To be reviewed **November 2021**