

West Heselton CE Primary School Publication Scheme



The school has adopted the model publication scheme, for public authorities (which includes schools), prepared and approved by the Information Commissioner.

Model Publication Scheme

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

- 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.

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

- The authority 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 a public authority, information will be provided on a 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, a public authority 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.

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 authority 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. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

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.

Date: Autumn 2023

Review Date: Summer 2024

Freedom of Information

Publication Scheme

West Heselton CE Primary School

All Contact details are listed at the end of this Scheme

Information	How the information can be obtained	Cost per page, if Hard Copy requested, plus 2 nd class postage costs if required
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	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free
School Prospectus	Website or Hard Copy	Free
Annual Report		
Staffing structure	Hard copy: Contact Office Manager	10p per sheet
School session times and term dates	Website	Free
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		
Annual budget plan and financial statements	Hard copy: Contact Office Manager	10p per sheet
Capital funding	Hard copy: Contact Office Manager	10p per sheet

Information	How the information can be obtained	Cost per page, if Hard Copy requested, plus 2 nd class postage costs if required
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
<ul style="list-style-type: none"> • Government Supplied performance data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report 	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy: Contact Office Manager	10p per sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: Contact Office Manager	10p per sheet
Safeguarding and child protection	Refer to policies below	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website	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).	Hard copy: Contact Office Manager	10p per sheet

Information	How the information can be obtained	Cost per page, if Hard Copy requested, plus 2 nd class postage costs if required
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. School Policies are continually updated, new policies adopted. Please contact the school and enquire if a policy exists, but is currently not listed here.</p>		
Sports Premium Report	Website	Free
Pupil Premium Report	Website	Free
Equality Information	Website	Free
<p>School Policies including</p> <ul style="list-style-type: none"> • Capability of staff & Developing Performance • Charging & Remissions • Data Protection (School information Policy) • Health & Safety • School Behaviour including anti bullying • SEND & Local offer • Sex Education • Accessibility Plan • Admissions • Child Protection • Complaints Procedure • Equality Policy • Freedom of Information(publication scheme) & Privacy • Notice (review with Data Protection) • Home School Agreement • Governing Body Standing Orders and Code of Practice • Premises Management Information – including fire safety, asbestos monitoring • Acceptable Use of ICT (staff & pupils) - Esafety • Appraisal Policy • Attendance Management Policy (staff) • Attendance Pupils • Budget Management Policy • Collective Worship 	<p>Any policy that is not available on the school website can be forwarded via email free of charge. The standard charges will apply should a hard copy be requested.</p>	<p>10p per sheet when a hard copy is requested.</p>
<ul style="list-style-type: none"> • Educational Visits 	Any policy that is not available	10p per sheet when a hard

<ul style="list-style-type: none"> • Reorganisation, Redundancy and redeployment 	<p>on the school website can be forwarded via email free of charge. The standard charges will apply should a hard copy be requested.</p>	<p>copy is requested</p>
<ul style="list-style-type: none"> • Resolving issues at Work 		
<ul style="list-style-type: none"> • Restrictive Physical Prevention 		
<ul style="list-style-type: none"> • Staff Discipline, conduct & grievance 		
<ul style="list-style-type: none"> • Vexatious Complaints 		
<ul style="list-style-type: none"> • Computing and ICT 		
<ul style="list-style-type: none"> • Creative studies 		
<ul style="list-style-type: none"> • Drug Education 		
<ul style="list-style-type: none"> • English 		
<ul style="list-style-type: none"> • Gifted and Talented 		
<ul style="list-style-type: none"> • Humanities 		
<ul style="list-style-type: none"> • Marking Policy 		
<ul style="list-style-type: none"> • Maths 		
<ul style="list-style-type: none"> • PSCHE 		
<ul style="list-style-type: none"> • Presentation of Work 		
<ul style="list-style-type: none"> • Reading 		
<ul style="list-style-type: none"> • Science 		
<ul style="list-style-type: none"> • Sports 		
<ul style="list-style-type: none"> • Reading 		
<ul style="list-style-type: none"> • RE 		

Contact Details

Postal Address	West Heslerton CE Primary School High Street West Heslerton Malton YO17 8RD
Telephone	01944 728286
Email	admin@heslerton.n-yorks.sch.uk
Head Teacher	Rachel Wells
Office Manager	Kate Scott
Website	https://www.heslerton.n-yorks.sch.uk

SCHEDULE OF CHARGES

DESCRIPTION OF CHARGE	BASIS OF CHARGE – these will be based on the LA current charges for FOI requests, at time of publication of this document they are:
Photocopying/printing 10p per sheet (black & white)	
Photocopying/printing per sheet (colour)	Contact the school for current charge
Postage	Actual cost of Royal Mail 1st class
Staff Time	£25:00 per hour
Other items such as relevant translation	At cost or original estimate, whichever is lesser