

This is Yorkmead JI School Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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, which is to be published in the future. All information in our publication scheme is available in paper form but some can be downloaded from our website.

Some information 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. Aims and Objectives

The school aims to:

- Provide a safe environment for all so that everyone is an active participant and has the freedom to question;
- Develop the skills and mindset for success so that we will contribute positively to our community;
- Prepare our children to be successful adults;
- Encourage children and all stakeholders to have high aspirations;
- Provide the very best learning opportunities;
- Use our values to underpin everything we do;
- Value everyone.

This publication scheme is a means of showing how we are pursuing these aims.

3. Categories of 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'. These are contained in section 6 of this scheme.

4. 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, fax or letter. Contact details are set out below.

Email: enquiry@yorkmead.bham.sch.uk

Website: <https://www.yorkmead.co.uk/>

Tel: **0121 464 4215**

Fax: **0121 464 6793**

Contact Address: **York Road, Hall Green, Birmingham B28 8BB**

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.

5. 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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

Class 1: Who we are and what we do	
	Description
Who's who in our school	Staffing information can be found on our website here: https://www.yorkmead.co.uk/our-school/our-staff Hard copies are available at a cost of £0.05 per sheet.
Who is who on our governing body and the basis of their appointment	A full list of the members of our governing body, the committees they work on and the basis of their appointment are available on our website here: https://www.yorkmead.co.uk/staff-governors/governors Hard copies are available at a cost of £0.05 per sheet.

Instrument of Government	<p>This document includes the following information:</p> <ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • Details of any trust • The date the instrument takes effect <p>The Instrument of Government is available on our website here: https://www.yorkmead.co.uk/staff-governors/governors</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • the names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • information about the school's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents <p>The school prospectus is available of the school's website here: https://www.yorkmead.co.uk/our-school/prospectus</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>
The School's Session Times and Term Dates	<p>Information about session times is available on our website: https://www.yorkmead.co.uk/parents/collecting-your-children</p> <p>Information about our school's term dates can be found here: https://www.yorkmead.co.uk/parents/term-dates</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>

Class 2: What we spend and how we spend it	
	Description
Annual Budget Plan and Financial Statements	<p>Details of the sources of funding and income we receive by a local authority and directly by central government, together with the annual budget plan and our annual income and expenditure returns.</p> <p>Only available as hard copies at a cost of £0.05 per sheet.</p>
Details of expenditure items over £5000	<p>Annual details of items of expenditure over £5,000, including costs, supplier and transaction information.</p> <p>Only available as hard copies at a cost of £0.05 per sheet.</p>
Capital Funding	<p>Information on major plans for capital expenditure, details of the capital funding allocated together with information on related building projects and other capital projects.</p> <p>Only available as hard copies at a cost of £0.05 per sheet.</p>
Financial Audit Reports	<p>Only available as hard copies at a cost of £0.05 per sheet.</p>
Procurement and contracts	<p>Details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.</p> <p>Only available as hard copies at a cost of £0.05 per sheet.</p>
Staff Allowances and expenses	<p>Details of the allowances and expenses incurred or claimed, including the total of the allowances and expenses paid to individual senior staff members by reference to categories.</p> <p>Only available as hard copies at a cost of £0.05 per sheet.</p>
Staff pay and grading structures	<p>Details of senior staff salaries in bands of £5,000.</p> <p>Only available as hard copies at a cost of £0.05 per sheet.</p>
Governors' Allowances	<p>Details of allowances and expenses incurred or claimed, and a record of total payments made to individual governors.</p> <p>Only available as hard copies at a cost of £0.05 per sheet.</p>
Pupil Premium Funding	<p>Details of our Pupil Premium funding and how it is spent are available on our website: https://www.yorkmead.co.uk/our-school/pupil-premium</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>
Sports Premium Funding	<p>Details of our Sports Premium funding and how it is spent are available on our website: https://www.yorkmead.co.uk/our-school/sports-premium</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>

Class 3 – What our priorities are and how we are doing?	
	Description
Performance data supplied to the government including assessment results and performance tables.	<p>Information about our end of key stage statutory assessments and Year One phonics checks can be found on our website:</p> <p>https://www.yorkmead.co.uk/our-school/sats</p> <p>End of key stage information is also available here:</p> <p>https://www.compare-school-performance.service.gov.uk/school/103284/yorkmead-junior-and-infant-school/primary</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>
Latest Ofsted Report	<p>The report from our most recent Ofsted inspection is available online:</p> <p>https://www.yorkmead.co.uk/our-school/ofsted-report</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>
Performance Management Information	<p>The Performance Management Policy and procedures adopted by our governing body.</p> <p>Only available as hard copies at a cost of £0.05 per sheet.</p>
Data Protection and Health and Safety impact assessments	<p>Assessments carried out with respect to new instances of data processing or the Health and Safety at Work act.</p> <p>Only available as hard copies at a cost of £0.05 per sheet.</p>
The School's Future Plans	<p>Any major proposals on future plans for and any consultation documents relating to the future of the school, such as a change in school status are only available as hard copies at a cost of £0.05 per sheet.</p>

Class 4 – How we make decisions	
	Description
Admissions policy	<p>Details about our admission arrangements and procedures, together with information about the right of appeal are available online:</p> <p>https://www.yorkmead.co.uk/our-school/admissions</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>

Minutes of meetings of the governing body and its Committees.	<p>Agreed minutes of meetings of the governing body and its committees [current and last full academic school year] are available as hard copies at a cost of £0.05 per sheet.</p> <p>N.B. Information that is regarded as private under data protection legislation will be redacted.</p>
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Class 5 – Our policies and procedures	
	Description
School policies and other documents including policies relating to General Data Protection Regulations (GDPR)	<p>Many of our policies, including Safeguarding, are available online: https://www.yorkmead.co.uk/our-school/policies</p> <p>Hard copies of these policies and policies not published on our website are available at a cost of £0.05 per sheet.</p>
Charging regime and policies	<p>Our charging and remissions policy is available online: https://www.yorkmead.co.uk/our-school/policies</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>
Equality and diversity	<p>Documents relating to our equality planning are available online: https://www.yorkmead.co.uk/our-school/equality</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>
Health & Safety	<p>Documents relating to our Health and Safety policy and procedures are available as hard copies at a cost of £0.05 per sheet.</p>
Complaints procedures, including for dealing with parental complaints	<p>Information relating to complaints is available online: https://www.yorkmead.co.uk/parents/concerns-complaints-suggestions</p> <p>Hard copies are available at a cost of £0.05 per sheet.</p>
Class 6 – List and Registers	
	Description
Curriculum circulars and statutory instruments	<p>Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum are available as hard copies at a cost of £0.05.</p>

CCTV	Details of the locations of CCTV surveillance cameras operating on our site are available as a hard copy at a cost of £0.05.
Disclosure logs	Inspection only – please contact the school office to arrange an appointment.
Asset Register	Inspection only – please contact the school office to arrange an appointment.
Any information the school is currently legally required to hold in publically available registers	Inspection only – please contact the school office to arrange an appointment.

Class 7 – The services we offer	
	Description
Extra-curricular activities	Information relating to our provision of after school clubs can be obtained as hard copies at a cost of £0.05.
Breakfast club	Information relating to the provision available before school is available online: https://www.yorkmead.co.uk/our-school/breakfast-club Hard copies are available at a cost of £0.05 per sheet.
Newsletters	The most recent 'Friday Flyer' newsletter is available online: https://www.yorkmead.co.uk/parents/newsletters Hard copies of historic newsletters are available at a cost of £0.05

7. 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 The Head Teacher, Yorkmead JI School, York Road, Hall Green, Birmingham B28 8BB.

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: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk.
Website : www.informationcommissioner.gov.uk