



Freedom of Information Scheme

| | Signature | Date |
|---------------------------|----------------------|---------------|
| Chair of Governors | <input type="text"/> | January 2021 |
| Headteacher | <input type="text"/> | December 2020 |
| Committee Approval | | January 2021 |
| Next Review Date | | Spring 2023 |

The governing body is responsible for maintenance of this scheme.

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

The Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) requires all public authorities (including schools) to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, with effect from 1 January 2009. The model commits a public authority to *'produce and publish the method by which the specific information will be available so that it can easily be identified and accessed by members of the public.'*

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 in paper form with selected information available on the website.

Some information which 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. 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 5 of this scheme.

The classes of information that we undertake to make available are organised into six broad topic areas:

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| 1. Who we are and what we do | <i>Organisational information, structures, locations and contacts</i> |
| 2. What we spend and how we spend it | <i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</i> |
| 3. What are our priorities and how are we doing | <i>Strategies and plans, performance indicators, audits, inspections and reviews</i> |
| 4. How we make decisions | <i>Decision making processes and records of decisions</i> |
| 5. Our policies and procedures | <i>Current written protocols, policies and procedures for delivering our services and responsibilities</i> |
| 6. Lists and registers | <i>Currently maintained lists and registers only</i> |
| 7. The services we offer | <i>Information about the services we offer, including leaflets, guidance, newsletters.</i> |

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.

Website: www.newtown.education

Email: office@newtown.education

Tel: 01494 783713

Contact Address: Newtown School, Berkhamstead Road, Chesham, HP5 3AT

To help us process your request quickly, please clearly mark any correspondence **“FOI PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for is not available via the scheme 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.

| Type of charge | Description | Basis of charge | Cost |
|-------------------|---|-----------------------|-------------------------------------|
| Disbursement cost | Black and white photocopying / printing | Cost to school | 1p per sheet |
| | Colour photocopying / printing | Cost to school | 3p per sheet |
| | Postage | Actual cost to school | Cost of 2 nd class stamp |

5. Classes of Information Currently Published

| Information required | How can the information be obtained? | Cost |
|--|--------------------------------------|--------------|
| 1. Who we are and what we do | | |
| Who’s who on the school staff | Website | As section 4 |
| Who’s who on the Governing body | Website | As section 4 |
| Instrument of Governance | Hard copy in school | As section 4 |
| Contact details for Headteacher and Governing Body | From school office | As section 4 |
| Staffing structure | Website | As section 4 |
| School prospectus information | Website | As section 4 |
| School session times and term dates | Website | As section 4 |
| 2. What we spend and how we spend it | | |
| Annual budget and financial statements | Hard copy in school | As section 4 |
| Pay Policy | Hard copy in school | As section 4 |
| Staffing structure and grading allowances | Hard copy in school | As section 4 |
| 3. What our priorities are and how we are doing | | |
| Latest Ofsted report | Website | As section 4 |
| Vision and strategic plan | Website | As section 4 |
| School development plan | Website | As section 4 |
| Performance information (anonymised) | Website | As section 4 |

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| Headteacher's reports to governors | Website | As section 4 |
| 4. How we make decisions | | |
| Formal governing body meeting minutes | Website | As section 4 |
| Governors committee meeting minutes | Website | As section 4 |
| Leadership meeting minutes | Hard copy in school | As section 4 |
| 5. Our policies and procedures | | |
| Behaviour and Safety policies | | |
| Anti-bullying | Website | As section 4 |
| Behaviour and Discipline | Website | As section 4 |
| Children missing in education protocol | Website | As section 4 |
| Child Protection | Website | As section 4 |
| Children's Attendance | Website | As section 4 |
| Dealing with Racist Incidents | Website | As section 4 |
| Educational Visits | Website | As section 4 |
| Emergency Plan and Business Continuity | Hard copy in school | As section 4 |
| Health and Hygiene | Website | As section 4 |
| Health and Safety | Website | As section 4 |
| Supporting Children with Medical Conditions | Website | As section 4 |
| Finance and Personnel policies | | |
| Appraisal and Capability | Hard copy in school | As section 4 |
| Charging and Remissions | Website | As section 4 |
| Code of Conduct | Website | As section 4 |
| Lettings | Website | As section 4 |
| Management of Allegations against Staff | Hard copy in school | As section 4 |
| Pay Policy | Hard copy in school | As section 4 |
| Safer Recruitment | Website | As section 4 |
| School Financial Value Standard and Assurance | Hard copy in school | As section 4 |
| Staff Discipline, Conduct and Grievance | Hard copy in school | As section 4 |
| Volunteers | Website | As section 4 |
| All other HR policies adopted straight from Bucks CC | Hard copies in school | As section 4 |
| Strategic Policies | | |
| Admissions | Website | As section 4 |
| Complaints | Website | As section 4 |
| Data Protection | Website | As section 4 |
| Freedom of Information | Website | As section 4 |
| Governor Visits | Hard copy in school | As section 4 |
| Information Sharing Code of Practice | Website | As section 4 |
| Instrument of Governance | Website | As section 4 |
| Whistleblowing | Website | As section 4 |
| Teaching and Learning Policies | | |
| Accessibility Plan | Website | As section 4 |
| Assessment and Reporting | Website | As section 4 |
| Collective Worship | Website | As section 4 |
| Continuing Professional Development | Hard copy in school | As section 4 |
| Curriculum | Website | As section 4 |
| Equalities and Cohesion | Website | As section 4 |
| Home-School Agreement | Website | As section 4 |
| Homework | Website | As section 4 |
| ICT Staff and Pupil code of practise | Website | As section 4 |

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| Looked After Children | Website | As section 4 |
| Marking | Website | As section 4 |
| Observation and Monitoring | Hard copy in school | As section 4 |
| Parent Partnership | Website | As section 4 |
| Primary Sports Premium | Website | As section 4 |
| Pupil Premium Grant | Website | As section 4 |
| Special Educational Needs | Website | As section 4 |
| Sex and Relationships Education | Website | As section 4 |
| Teaching and Learning | Website | As section 4 |
| Records Management and Personal Data Policies | | |
| Information Security | Hard copy in school | As section 4 |
| Records Retention, Destruction and Archive | Hard copy in school | As section 4 |
| 6. Lists and Registers | | |
| Asset Register | Hard copy in school | As section 4 |
| Disclosure and Barring log | Hard copy in school | As section 4 |
| 7. The Services we offer | | |
| Before and After School Club | Website | As section 4 |
| Extra-Curricular Clubs | Website | As section 4 |
| Parent Information Booklets | Website | As section 4 |
| Leaflets and Newsletters | Website | As section 4 |

6. 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 Headteacher and if this is not resolved then addressed to the Chair of Governors.

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