



Banham Primary School Publication Scheme on information available under the Freedom of Information Act 2000

The Academy Trust is responsible for maintenance of this scheme. The school maintains a policy that anyone wanting to find out information about the school need only ask us first.

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

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice, but has been tailored to Co-operative Education East t/a Banham Primary School ('the authority' in question) by the Academy Trust.

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.

2. Classes of information published

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.

3. How to request information

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.

If you require a paper version of any of the documents within the scheme, please contact the academy trust by telephone, email, or letter. Contact details are set out below.

Email: **admin@cee.coop**

Tel: **01603 881958**

Contact Address: **Honingham Thorpe, Colton, Norwich, NR9 5BZ**

Website: **www.cee.coop**

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.

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.

- **Website:** access to the website is free of charge unless otherwise specified.
- **Email & attachments:** free of charge unless otherwise specified.
- **Website printouts:** printouts from the school website or external websites are not provided.
- **Copies by post of information:**
 - Photocopies:
 - A minimum charge of £1 for up to 10 pages A4
 - A minimum charge of £1.20 for up to 6 pages A3
 - Further pages are charged at:
 - A4 pages at 10p per page (single sided)
 - A3 pages at 20p per page (single sided)
 - A2 pages at £1 per page (single sided)
- **Photocopies:** information accessed in the school office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
- **Postage** for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
- **Copies of published materials:** copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.
- **Administration fees:** Charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £25 per hour. If the request will take this amount of time the school may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.
- **CD Rom or Floppy disc** – a charge will be made at commercial prices for the data medium.

5. Classes of Information Currently Published

Information to be published	How the information can be obtained
<p>Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	
School staff and structure – names of key personnel	Hard copy and/or website
Governing body – names and contact details of the governors and the basis of their appointment	Hard copy and/or website
Location and contact information – address, telephone number and website	Hard copy and/or website
Contact details for the Headteacher and the Governing Body	Hard copy and/or website
School Prospectus	Hard copy and/or website
School Session times and term dates	Hard copy and/or website
Data – a link to the data on the Department for Education’s website	Hard copy and/or website

Information to be published	How the information can be obtained
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	
Annual budget plan and financial statements	Hard copy and/or website (via SDIP)
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard Copy
Additional funding – Income generation schemes and other sources of funding.	Hard Copy
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard Copy
Staffing and grading structure	Hard Copy
Pay policy – a statement of the School’s policy on procedures regarding teachers’ pay.	Hard copy and/or website
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard Copy

Information to be published	How the information can be obtained
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	Hard copy and/or website
Performance management information	Hard Copy
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Hard copy and/or website

Information to be published	How the information can be obtained
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Hard copy and/or website
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard Copy

Information to be published	How the information can be obtained
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy 	Hard copy and/or website

<ul style="list-style-type: none"> • Discipline and grievance policies • Pay policy 	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Disability and Equality Scheme Accessibility Plan (DESAP) • Equality of Opportunity • Collective worship • Behaviour and Discipline 	Hard copy and/or website
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Data Protection policies 	Hard copy and/or website
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Hard copy and/or website

Information to be published	How the information can be obtained
Lists and Registers	
Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	Hard Copy
Disclosure logs	Hard Copy – Inspection only
Asset register	Hard Copy

Information to be published	How the information can be obtained
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	Hard copy and/or website
School publications	Hard copy
Leaflets, booklets and newsletters	Hard copy and/or website

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* at the above address.

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

Reviewed: Summer 17

Review Due: Summer 19

Signed..... (Head teacher)

Signed..... (Chair of Governors)

Date.....