

BOURN C of E PRIMARY ACADEMY

FREEDOM OF INFORMATION PUBLICATION SCHEME



**Freedom of Information
publication scheme**
Committee: HR/PR/Comms
Nov 2017

1. Introduction

This is Bourn Primary Academy's Publication Scheme on information available under the Freedom of Information Act 2000. The Governing Body is responsible for the maintenance of this scheme.

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;
- 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 for you on our website to download and print off. Some information (for example, personal information), which we hold, may not be made public.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The Academy aims to:

- Provide an inclusive education of the highest standard
- Help every child to become organised, confident, self-motivated, outward looking and socially aware

The Academy's culture is one of nurture, enrichment and achievement. This publication 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'.

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

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Policies and procedures
- Lists and registers
- Services we offer

4. How to request information

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the enquirer's name and correspondence address. Once a request has been received in writing you will have the statutory right to receive the information within twenty working days. Working days refers to term time only as contained in the Statutory Instrument 3364. The contact details are set out below, or you can visit our website: www.bournprimary.co.uk.

Email : office@bourn.cambs.sch.uk

Contact address: Bourn Primary Academy

Riddy Lane

Bourn

Cambridgeshire

CB23 2SP

To help us process your request quickly, please clearly mark any correspondence **“FREEDOM OF INFORMATION SCHEME REQUEST” (in CAPITALS please)**.

If the information you are looking for is not available via the scheme and is not on our website, you can still write to the school to ask if we have it. If the information requested is already held by another body, we are within our rights to refuse the request, but will direct the enquirer to the appropriate source. In some instances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

5. Paying for information

Most of the information covered by this publication is provided free of charge via our website unless stated otherwise in section 6. If you do not have internet access, you can access our website using a local library or an internet café. We may charge a fee for photocopying / printing / faxing / postage of longer documents where the information is not listed in our publication scheme as being available either free of charge or at a standard charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Equality Act.

If we intend to charge we will let you know in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information does not include the period between issuing the fees notice and the receipt of the payment.

6. Guide to information available from Bourn Church of England Primary Academy under the ICO model publication scheme

The School website is www.bournschool.co.uk

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do 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
Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website	Free
Governor Annual Report (included within audited annual accounts)	Website Hard Copy Contact the School	Free 10p/sheet
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of School and contact details, including email	Website	Free
Class 2 – What we spend and how we spend it Current & Previous financial year		
Annual Budget plan & Financial Statements	Website Hard copy Contact School Office	Free 10p/sheet
Funding Agreements	Website Hard copy Contact School Office	Free 10p/sheet

Procurement & Contracts <ul style="list-style-type: none"> • Procedures • Details of contracts formally tendered 	Hard copy Contact School Office	10p/sheet
Capital Funding (included in financial statements)	Website Hard copy Contact School Office	Free 10p/sheet
Financial audit reports	Hardcopy Inspection only. Contact School Office	N/A
Pay policy	Hardcopy Contact School Office	10p/sheet
Staff allowances and expenses <ul style="list-style-type: none"> • Travel and Subsistence policy 	Website Hard copy Contact School Office	Free 10p/sheet
Staffing and grading structure. <ul style="list-style-type: none"> • Organisation and grading structure – within Pay Policy • Pay scales – within Pay Policy • Details of all salaries above £60,000 – in Financial Statements 	Website Hardcopy Contact School Office	Free 10p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors (included within audited annual accounts)	Website	Free
Class 3 – What our priorities are and how we are doing		
School profile <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted report 	Website	Free

Appraising performance and dealing with capability issues policy	Hard copy Contact School Office	10p/sheet
School Development Plan	Hard copy Contact School Office	10p/sheet
Safeguarding and Child Protection Policies	Website	Free

<p>Class 4 – How we make decisions Current and previous three years</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website Current Hard copy for past copies</p>	<p>Free 10p/sheet</p>
<p>Agendas and minutes of meetings of the Governing Body and its sub- committees (NB this will exclude information that is properly regarded as private to the meetings)</p>	<p>Available for inspection Contact School Office</p>	<p>Free</p>
<p>Class 5 – Our policies and procedures Current information only</p>		
<p>School policies including:</p> <ol style="list-style-type: none"> 1. Charging and remissions policy 2. Health and Safety 3. Complaints policy 4. Freedom of Information policy 5. Equality and Diversity policy 6. eSafety Policy 7. Staff code of conduct 8. Grievance Policy 	<p>Website Policies 1 to 6 only</p> <p>Hard copy 1 to 6 Contact School Office Policies 7 to 8 Available for inspection Contact School Office</p>	<p>Free</p> <p>10p/sheet Free</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school Policy • Feedback and marking Policy • SEND Policy • Positive behaviour Policy • Inclusion Policy • Sex and Relationship Education Policy • Accessibility Plans • Equality Policy • Prevent Policy 	<p>Website</p>	<p>Free</p>

Records management and personal data policies, including: <ul style="list-style-type: none"> Data protection (including information sharing policies) 	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Disclosure log	Inspection Only	Free
Asset register	Inspection Only	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection Only	Free
Class 7 – The services we offer Current information only		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Charging and remissions Policy	Website	Free
School publications, leaflets, books and newsletters	Website	Free
Additional Information	Website	Free

SCHEDULE OF CHARGES

The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet (black & white). Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information. In most cases the cost will be under £450 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- Summarising the information
- Putting the information onto other media
- Translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

7. Key personnel

Any member of Bourn Primary Academy can accept a request for information as long as it fulfils the criteria set out in Section 4. The request for information must be forwarded to the Head Teacher as soon as possible. The Governing Body is responsible for ensuring a policy is in place and its effectiveness is monitored.

The School Administrator is responsible for recording the requests for information, the action taken and the responses made. The Head Teacher has day to day responsibility for deciding whether a request is in line with the Freedom of information Act and will delegate the collation of information appropriately.

8. 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 in relation to the Freedom of Information Publication scheme, then initially this should be addressed to the Head Teacher.

If the complaint cannot be resolved by the Head Teacher, it can be referred to the Chair of Governors. Correspondence should be sent to the school.

If the complaint remains unresolved, 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