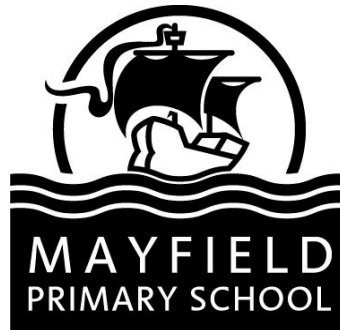


# Mayfield Primary School



## Policy

### Freedom of Information Publication Scheme

Governor committee to review policy:	Finance
Staff member with responsibility for review:	Kate Vadhia
Date of last review:	June 2015
Date of next review:	June 2017

## **This is Mayfield Primary School's 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 either available for you on our website to download and print off, or available in paper form.

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. Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and 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.

The classes of information that we undertake to make available are organised into 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*

*Our policies and procedures*

*Lists and registers*

*The services we offer.*

#### **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: [office@mayfield.cambs.sch.uk](mailto:office@mayfield.cambs.sch.uk)

Tel: 01223 712127

Contact Address: Mayfield Primary School, Warwick Road, Cambridge, CB4 3HN

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, 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 or an Internet café.

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

(Organisation information, structures, locations and contacts)

Information to be published	How the information can be obtained
<ul style="list-style-type: none"> <li>• <b>Instrument of Government</b> – the Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.</li> <li>• <b>School prospectus and curriculum</b></li> <li>• <b>Governing Body</b> – the names of governors, the basis on which they have been appointed and details of how to contact them via the school.</li> <li>• <b>Who’s who in the school</b> – including staffing structure</li> <li>• <b>School session times and term dates</b></li> <li>• <b>Location and contact information</b></li> </ul>	<p>hardcopy</p> <p><a href="http://mayfieldcambridge.org/?page_id=427">http://mayfieldcambridge.org/?page_id=427</a></p> <p><a href="http://mayfieldcambridge.org/?page_id=412">http://mayfieldcambridge.org/?page_id=412</a></p> <p><a href="http://mayfieldcambridge.org/?page_id=331">http://mayfieldcambridge.org/?page_id=331</a></p> <p><a href="http://mayfieldcambridge.org/?page_id=1154">http://mayfieldcambridge.org/?page_id=1154</a> and <a href="http://mayfieldcambridge.org/?page_id=32">http://mayfieldcambridge.org/?page_id=32</a></p> <p><a href="http://mayfieldcambridge.org/?page_id=157">http://mayfieldcambridge.org/?page_id=157</a></p>

### Class 2: What we spend and how we spend it

(Financial information about projected and actual income and expenditure, procurement, contracts)

Information to be published	How the information can be obtained
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b></li> <li>• <b>Capital funding</b></li> <li>• <b>Financial audit reports</b></li> <li>• <b>Procurements and contracts</b> – details used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</li> <li>• <b>Pay Policy</b> – statement of the school’s policy and procedures regarding teachers’ pay.</li> <li>• <b>Staff &amp; Governor allowances and expenses</b></li> </ul>	<p>hardcopy</p> <p>hardcopy</p> <p>hardcopy</p> <p>hardcopy</p> <p>hardcopy</p> <p>hardcopy</p>

<ul style="list-style-type: none"> <li>• <b>Staff pay &amp; grading structures</b> – salaries to be stated in bands of £10k, for more junior posts levels of pay identified by salary range.</li> </ul>	hardcopy
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### **Class 3: What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

<b>Information to be published</b>	<b>How the information can be obtained</b>
<ul style="list-style-type: none"> <li>• <b>Performance data supplied to the government</b></li> </ul>	<a href="http://www.education.gov.uk/cgi-bin/schools/performance/group.pl?ctype=LA&amp;no=873&amp;superview=pri">http://www.education.gov.uk/cgi-bin/schools/performance/group.pl?ctype=LA&amp;no=873&amp;superview=pri</a>
<ul style="list-style-type: none"> <li>• <b>Latest Ofsted report</b></li> </ul>	<a href="http://mayfieldcambridge.org/?page_id=1073">http://mayfieldcambridge.org/?page_id=1073</a>
<ul style="list-style-type: none"> <li>• <b>Performance management</b> – performance management policy and procedures adopted by the governing body.</li> </ul>	hardcopy
<ul style="list-style-type: none"> <li>• <b>The school's future plans</b> – any major proposals for the future of the school involving, for consultation on a change in school status.</li> </ul>	hardcopy and on the website for when issues are current
<ul style="list-style-type: none"> <li>• <b>Safeguarding and child protection</b> – policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children.</li> </ul>	<a href="http://mayfieldcambridge.org/wp-content/uploads/2013/10/Safeguarding-Child-Protection-Policy-Sept-20141.pdf">http://mayfieldcambridge.org/wp-content/uploads/2013/10/Safeguarding-Child-Protection-Policy-Sept-20141.pdf</a>

### **Class 4: How we make decisions**

(Decision making processes and records of decisions)

<b>Information to be published</b>	<b>How the information can be obtained</b>
<ul style="list-style-type: none"> <li>• Minutes of meetings of the governing body and its committees</li> </ul>	full GB minutes are on our website: <a href="http://mayfieldcambridge.org/?page_id=412">http://mayfieldcambridge.org/?page_id=412</a> committee minutes: hardcopy on request

### **Class 5: Our policies and procedures**

(current written protocols, policies and procedures for delivering our services and responsibilities)

<b>Information to be published</b>	<b>How the information can be obtained</b>
<ul style="list-style-type: none"><li>• School policies and other documents</li></ul>	<a href="http://mayfieldcambridge.org/?page_id=1370">http://mayfieldcambridge.org/?page_id=1370</a> other policies hardcopy on request
<ul style="list-style-type: none"><li>• Records management and personal data policies</li></ul>	<a href="http://mayfieldcambridge.org/?page_id=1370">http://mayfieldcambridge.org/?page_id=1370</a> other policies hardcopy on request
<ul style="list-style-type: none"><li>• Equality and diversity</li></ul>	hardcopy
<ul style="list-style-type: none"><li>• Policies and procedures for the recruitment of staff</li></ul>	hardcopy
<ul style="list-style-type: none"><li>• Charging regimes and policies</li></ul>	<a href="http://mayfieldcambridge.org/?page_id=1370">http://mayfieldcambridge.org/?page_id=1370</a>

### **Class 6: Lists and Registers**

(information in currently maintained lists and registers only – this does not include the attendance register)

<b>Information to be published</b>	<b>How the information can be obtained</b>
<ul style="list-style-type: none"><li>• Curriculum circulars and statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the Head/GB concerning the curriculum</li></ul>	Hardcopy
<ul style="list-style-type: none"><li>• Asset register</li></ul>	hardcopy

### **Class 7: The services we offer**

(Information about the services the school provides including leaflets, guidance and newsletters)

<b>Information to be published</b>	<b>How the information can be obtained</b>
<ul style="list-style-type: none"><li>• Extra curricular activities and out of school clubs</li></ul>	<a href="http://mayfieldcambridge.org/?page_id=995">http://mayfieldcambridge.org/?page_id=995</a>
<ul style="list-style-type: none"><li>• School publications, leaflets and newsletters</li></ul>	newsletters: <a href="http://mayfieldcambridge.org/?page_id=1422">http://mayfieldcambridge.org/?page_id=1422</a>

	attendance leaflet: <a href="http://mayfieldcambridge.org/?page_id=392">http://mayfieldcambridge.org/?page_id=392</a> who to contact leaflet: <a href="http://mayfieldcambridge.org/?page_id=157">http://mayfieldcambridge.org/?page_id=157</a>
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Our website is at [www.mayfield.cambs.sch.uk](http://www.mayfield.cambs.sch.uk) and [www.mayfieldcambridge.org](http://www.mayfieldcambridge.org)

## 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 office.

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:** 0303 123 1113  
**E Mail:** [casework@ico.org.uk](mailto:casework@ico.org.uk)  
**Website :** [www.ico.org.uk](http://www.ico.org.uk)

Adopted by the Governing Body in