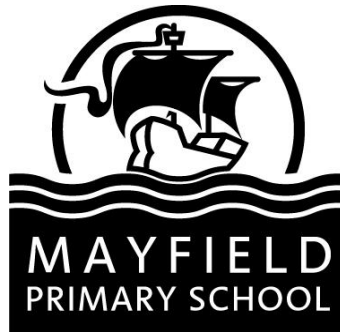


Mayfield Primary School



Policy

Freedom of Information Guide to Information

Governor committee to review policy:	Resources
Staff member with responsibility for review:	Kate Challis
Date of last review:	October 2021
Date of next review:	October 2023

This is Mayfield Primary School's guide to information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this guide.

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 guide to information, 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 guide covers information already published and information which is to be published in the future. All information in our guide 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 guide to information is to be used alongside the model publication 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

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"> • Instrument of Government – 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. • School prospectus and curriculum • Governing Body – the names of governors, the basis on which they have been appointed and details of how to contact them via the school. • Who’s who in the school – including staffing structure • School session times and term dates • Location and contact information 	<p>hardcopy</p> <p>http://mayfieldcambridge.org/?page_id=427</p> <p>http://mayfieldcambridge.org/?page_id=412</p> <p>http://mayfieldcambridge.org/?page_id=331</p> <p>http://mayfieldcambridge.org/?page_id=1154 and http://mayfieldcambridge.org/?page_id=32</p> <p>http://mayfieldcambridge.org/?page_id=157</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"> • Annual budget plan and financial statements • Capital funding • Financial audit reports • Procurements and contracts – details used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. • Pay Policy – statement of the school’s policy and procedures regarding teachers’ pay. • Staff & Governor allowances and expenses 	<p>hardcopy</p> <p>hardcopy</p> <p>hardcopy</p> <p>hardcopy</p> <p>hardcopy</p> <p>hardcopy</p>

<ul style="list-style-type: none"> • Staff pay & grading structures – salaries to be stated in bands of £10k, for more junior posts levels of pay identified by salary range. 	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)

Information to be published	How the information can be obtained
<ul style="list-style-type: none"> • Performance data supplied to the government 	http://www.education.gov.uk/cgi-bin/schools/performance/group.pl?ctype=LA&no=873&superview=pri
<ul style="list-style-type: none"> • Latest Ofsted report 	http://mayfieldcambridge.org/?page_id=1073
<ul style="list-style-type: none"> • Performance management – performance management policy and procedures adopted by the governing body. 	hardcopy
<ul style="list-style-type: none"> • The school's future plans – any major proposals for the future of the school involving, for consultation on a change in school status. 	hardcopy and on the website for when issues are current
<ul style="list-style-type: none"> • Safeguarding and child protection – 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. 	http://mayfieldcambridge.org/wp-content/uploads/2019/10/Safeguarding-and-Child-Protection-Policy-September-2019-1.pdf

Class 4: How we make decisions

(Decision making processes and records of decisions)

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

Class 5: Our policies and procedures

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

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

Class 6: Lists and Registers

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

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

Class 7: The services we offer

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

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

	attendance leaflet: http://mayfieldcambridge.org/?page_id=392 who to contact leaflet: http://mayfieldcambridge.org/?page_id=157
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Our website is at www.mayfield.cambs.sch.uk and 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
Website : www.ico.org.uk