

# THE STOKE POGES SCHOOL

## Publication Scheme on Information Available Under the Freedom of Information Act 2000

<b>Governors Committee Responsible for the Policy</b>	Finance, Pay and Personnel Committee
<b>Date Approved</b>	September 2020
<b>Recommended Review Period</b>	Three years
<b>Date for Review</b>	September 2023
<b>Person Responsible for the Policy</b>	Headteacher

The governing board is responsible for the 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
- 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

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 four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *Governors' Documents* – information published in the governing body documents.
- *Pupils and Curriculum* – information about policies that relate to pupils and the school curriculum.
- *School policies and other information related to the school* – information about policies that relate to the school in general.

### 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 or letter. Contact details are set out below, or you can visit our website at:

[www.stokepoges.school](http://www.stokepoges.school)

Email: [office@stokepoges.school](mailto:office@stokepoges.school)  
 Tel.: 01753 643319  
 Contact address: Rogers Lane, Stoke Poges, SL2 4LN

To help us process your request quickly, please clearly mark any correspondence: PUBLICATION SCHEME REQUEST.

If the information you are looking for is not available via the scheme and is not on our website, 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 do not 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 Guide to Information Available from The Stoke Poges School Under the Model Publication Scheme

Information to be Published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	School Office / Website
Who's who in school	Via the School Office / Website
Who's who on the governing body and the basis of their appointment	School Office / Website
Instrument of Government	From the Chair of Governors via the School Office
Contact details for the Headteacher and for the governing body	Via the School Office / Website
Staffing structure	School Office / Website
School session times and term dates	Website or School Office
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Governors, via School Office
Annual budget plan and financial statements	Governors, via School Office
Capitalised funding	Governors, via School Office
Additional funding	Governors, via School Office
Procurement funding	Governors, via School Office
Pay Policy	Governors, via School Office
Staffing and grading structure	Governors, via School Office
Governors' allowances	Governors, via School Office
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)

Current information as a minimum	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> <li>• Summary</li> <li>• Full report</li> </ul>	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> Summary – available from the school office.
Performance management policy and procedures adopted by governing body.	Governors, via School Office
School's future plans	Headteacher, via School Office
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Governors, via School Office
Current and previous three year as a minimum.	
Admissions Policy / decisions (not individual admission decisions)	Governors, via School Office
Agendas of meetings of the governing body and sub-committees	Governors, via School Office
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Governors, via School Office
<b>Class 5 – Our Policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	School Office / Website
Current information only.	
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Discipline and grievance policies</li> <li>• Staff conduct policy</li> <li>• Staffing structure</li> <li>• Equality and Cohesion policy</li> <li>• Staff recruitment policy</li> </ul>	From the School Office
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Collective worship</li> <li>• Behaviour policy</li> </ul>	From the School Office
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Data protection (including information sharing policies)</li> <li>• Information security policies</li> <li>• Records retention</li> <li>• Charging</li> </ul>	From the School Office
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection
Disclosure logs	
Asset register	
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	
	These documents are only available by inspection. Documents bound by Data Protection may not be available.

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or website; some information may only be available by inspection
Extra-curricular activities	Website, office, email, letter
Services for which the school is entitled to recover a fee, together with those fees	Letters, available from the office or on the website
Leaflets and news bulletins	School office, website
<b>Contact Details</b> Miss K Sheehan Business Manager The Stoke Poges School Rogers Lane Stoke Poges SL2 4LN 01753 653319	

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of this policy.

Type of Charge	Description	Basis of Charge
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black and white)	Actual cost*
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with any relevant legislation
<b>Other</b>	Some documents may be e-mailed.	

\*the actual cost incurred by the public authority