

# Emmbrook Infant School



## Freedom of Information Publication Scheme

This is The Emmbrook Infant School Publication Scheme covering information available under the Freedom of Information Act 2000

<b>Approved by:</b>	Children & Learning Committee	<b>Date:</b> November 2017
<b>Last reviewed on:</b>	~	
<b>Next review due by:</b>	Autumn 2020	<b>Frequency of review:</b> Free
<b>Changes made on Review</b>	<b>Date</b>	

### 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**

Our vision is to deliver outstanding education as a part of the trio of Emmbrook schools, giving the local community a school, of which, parents, carers, pupils, staff and governors are proud.

Our reputation and skills are such that, as part of a professional learning community, our outwardly focused staff are recognised and used as mentors for sharing our best practice.

Our school is a secure, healthy, stimulating and caring environment in which staff and children appreciate and respect each other as they develop and deepen new skills and concepts.

Learning is exciting, inspiring, challenging and enjoyable. Every child is happy, caring and confident whilst knowing they are a valued member of our school. We embrace the individual needs of every child to progress and grow through our Core Values, whilst working in strong partnership with home. Children achieve personally, socially and academically, laying the foundations for life-long learning and independence.

## **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 eight broad topic areas:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer
8. Other Information

### **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 other Acts of Parliament or Regulations, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information the school does not hold
- Information that it would be impractical or resource-intensive to prepare for routine release
- 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.

## **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 or you can visit our website at

[www.emmbrookinfantschool.co.uk](http://www.emmbrookinfantschool.co.uk)

Email: **admin@emmbrook-inf.wokingham.sch.uk**

Tel: **(0118) 978 4259**

Fax: **(0118) 979 5004**

Contact Address: **Emmbrook Infant School, Emmbrook Road, WOKINGHAM RG41 1JR**

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.

## 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 usually provided free. 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.

### Information to be published

	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> <i>Organisational information, structures, locations and contacts. This will be current information only.</i>	
Who’s who in the school	Website
Who’s who on the governing body and the basis of their appointment	Website
Instrument of Government	Website
Contact details for the Head teacher and for the governing body, via the school	Website
Curriculum taught and curriculum plans for year	Website
School prospectus	Website
Staffing structure	Hard copy
School session times and term dates	Website
Address of school and contact details, including email address.	Website
<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. <i>Current and previous financial year as a minimum</i>	
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Details of expenditure items over £2000	Hard copy
Procurement and contracts the school has entered into	Hardcopy
Pay policy	Website
Staff allowances and expenses that can be incurred or claimed by reference to categories.	
Staffing, pay and grading structure by salary range.	Hard copy
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website

<b>Class 3 – What our priorities are and how we are doing</b> <i>Strategies and plans, performance indicators, audits, inspections and reviews. Current information.</i>	
Performance data supplied to the English Government - a direct link to the data	Website+ link
The latest Ofsted Inspectorate report - Full report	Website
Performance management policy and procedures adopted by the governing body.	Hard copy
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status- Summary	Website Hard copy of detail
Safeguarding and child protection policies	Website
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i> <i>Current and previous three years as a minimum</i>	
Admissions policy/decisions (not individual admission decisions) – where applicable	NA
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy
<b>Class 5 – Our policies and procedures</b> <i>Current information only.</i> <i>Policies, procedures and documents that the school is required to have by statute or by the English government. These will include policies and procedures for handling information requests.</i>	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy
Charging regimes and policies.	Website
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only (this does not include the attendance register).</i>	information may only be available by inspection
Disclosure logs	Available by inspection
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy
<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>	
Extra-curricular activities	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Website
School publications, leaflets, books Newsletters	Hard copy Website
<b>8. Additional Information</b>	
<ul style="list-style-type: none"> <li>• Strategy for the use of the Pupil Premium Grant and report on how it has been used in the previous year and its impact</li> <li>• Strategy for the use of the Sports Premium and report on how it has been used in the previous year and its impact</li> <li>• Access Plan and progress towards the school's equality objectives</li> <li>• Annual report on the operation of the SEND policy</li> </ul>	Website

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.8p per sheet (black & white)	Actual cost incurred by the school
	Photocopying/printing @ 5p per sheet (colour)	Actual cost incurred by the school
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

### 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 headteacher.

Any complaints about Freedom of Information requests or requests for internal reviews will be dealt with by the Headteacher. We will aim to respond to all complaints within twenty working days as recommended by the Information Commissioner.

If the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Appeals should be made in writing to the Information Commissioner and addressed to:  
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF

Advice can be obtained from the Information Commissioner's Office on Tel: 0303 123 1113 (local rate) or via the Information Commissioner's Office website <https://ico.org.uk/global/contact-us/>