



# Hanbury CE First School

## Freedom of Information Publication Scheme

<b>ADOPTED BY</b>	<b>HANBURY CE FIRST SCHOOL GOVERNING BODY</b>
<b>Governors' Committee Responsible</b>	<b>Resources Committee</b>
<b>Status &amp; Review Cycle</b>	<b>Statutory / 5 Yearly</b>
<b>Staff Lead</b>	<b>Headteacher</b>
<b>Date of approval</b>	<b>November 2024</b>
<b>Review date</b>	<b>November 2029</b>

Our Vision...

### Flourishing Through Love and Nurture

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. 5 It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. 6 Love does not delight in evil but rejoices with the truth. 7 It always protects, always trusts, always hopes, always perseveres.

1 Corinthians 13: 4-7

We flourish because:

We are a family founded on love and nurture

We build resilience for life

The governing board 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. This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme.

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 ICO would expect schools to make the information in this document available unless:
  - we do not hold the information;
  - the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
  - the information is archived, out of date or otherwise inaccessible; or,
  - it would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. Information in our publication scheme is available for you on our website to download and print off.

Some information which we hold may not be made public, for example personal information. We endeavour to make as much information as possible available online. The classes, below, provide information about where this is available. If any of the information is not available online, the scheme explains how it can be accessed.

## **2. 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 [Hanbury C. of E. First School - Home](#) Please direct emails or telephone calls to:

Email: [office@hanbury.worcs.sch.uk](mailto:office@hanbury.worcs.sch.uk)

Tel: 01527 821298

Contact Address: Hanbury C E First School, School Road, Hanbury, Bromsgrove, B60 4BS

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.

### 3. Paying for information

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the 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 5. 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.

### 4. Classes of Information Currently Published

Information to be published	How the information can be obtained
<b><i>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.</i></b>	Website
<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 board.	Hard copy from School.

<p><b>School prospectus</b> Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p> <p><b>Governing Board</b> The names, and contact details of the governors should be available and the basis on which they have been appointed.</p> <p><b>School session times and term dates</b> Details of school session times and dates of school terms and holidays.</p> <p><b>Location and contact information</b> The address, telephone number and website for the school together with the names of key personnel.</p>	<p>Website/hard copy from School</p> <p>Website</p> <p>Website</p> <p>Website</p>
<p><b><i>Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum</i></b></p>	<p>Hard copy from School</p>
<p><b>Annual budget plan and financial Statements</b> Details of the Individual School's Budget distributed by the Local Authority and the school's annual income and expenditure returns.</p> <p><b>Capital funding</b> Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p> <p><b>Additional Funding</b> Income generation schemes and other sources of funding.</p> <p><b>Procurement and contracts</b> Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p> <p><b>Pay policy</b> The statement of the school's policy and procedures regarding teachers' pay.  <ul style="list-style-type: none"> <li>• Staffing and grading structure</li> <li>• Governors' allowances</li> </ul>           Details of allowances and expenses that can be claimed or incurred.</p>	<p>Hard copy from School</p> <p>Hard copy from School</p> <p>Hard copy from School</p> <p>Hard copy from School</p> <p>Hard copy from School</p>

<p><b>Class 3 - What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.</b></p>	<p>Website</p>
<p><b>Reports or recorded information showing the school's planned or actual performance including:</b></p> <p><b>The School profile</b> Any government-supplied performance data A summary of latest Ofsted report and copy or link to full report.</p> <p><b>Performance management information</b> Performance management policy and procedures adopted by the governing board.</p> <p><b>Schools future plans</b> Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p> <p><b>Child protection</b> The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</p>	<p>Website</p> <p>Hard copy</p> <p>Hard copy</p> <p>Website</p>
<p><b>Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.</b></p>	<p>Hard copy from School.</p>
<p><b>Admissions policy / decisions</b> The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.</p> <p><b>Minutes of meetings of the Governing board and its sub-committees</b> Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of</p>	<p>Website</p> <p>Hard copy from School</p>

<p>information that is properly considered to be private to the meeting.</p>	
<p><b>Class 5 - Our policies and procedures</b>  <b>Current written protocols, policies and procedures for delivering our services and responsibilities.</b>  <b>Current information only.</b></p>	<p>Website/Hard copy from School.</p>
<p><b>School policies</b>  This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</p> <p><b>Pupil and Curriculum policies</b>  This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship and pupil behaviour.</p> <p><b>Records management and personal data policies</b>  This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p> <p><b>Equality and diversity</b>  This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p> <p><b>Policies and procedures for the recruitment of staff</b>  If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> <p><b>Charging regimes and policies</b>  Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.</p>	

<b>Class 6 - Lists and registers</b> <b>Currently maintained list and registers only.</b>	Hard copy from School
<b>Disclosure logs</b> A disclosure log indicating the information provided in response to requests, is available.	
<b>The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	Website
<b>Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:</b> <ul style="list-style-type: none"> <li>• Extra-curricular activities</li> <li>• Out of school clubs</li> <li>• School publications</li> <li>• Services for which the school is entitled to recover a fee, together with those fees</li> <li>• Leaflets, booklets and newsletters.</li> </ul>	Website

### Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of The Freedom of Information Act.

### 5. 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 Head Teacher, Hanbury C E First School, School Road, Hanbury, Bromsgrove, B60 4BS.

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

Website: <https://ico.org.uk/>

<https://ico.org.uk/make-a-complaint/>