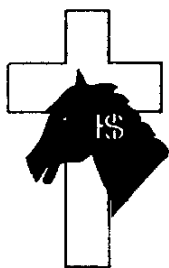


# HORSINGTON CHURCH SCHOOL



## **FREEDOM OF INFORMATION MODEL PUBLICATION SCHEME**

### **This is Horsington Church School 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 from the school office.

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’.

The classes of information that we undertake to make available are organised into seven broad topic areas:

*Class 1 – Who we are and what we do*

*Class 2 – What we spend and how we spend it*

*Class 3 – What our priorities are and how we are doing*

*Class 4 – How we make our decisions*

*Class 5 – Our policies and procedures*

*Class 6 – Lists and Registers*

*Class 7 – The services we offer*

## **4. HOW TO REQUEST INFORMATION**

If you require a hard copy of any of the documents within the scheme, please contact the school by telephone, email, fax or letter or visit our website at [www.office@horsingtonbwmat.org](http://www.office@horsingtonbwmat.org)

Horsington Church School  
Horsington,  
Templecombe  
Somerset BA8 0BW

Tel: 01963 370358

Fax: 01963 370117

Email: [office@horsingtonbwmat.org](mailto:office@horsingtonbwmat.org)

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 provided free unless stated otherwise in the Publication Scheme.

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.

## **6. 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, Horsington Church School, Horsington, Templecombe, Somerset BA8 0BW.

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: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Proposed and adopted: July 2008  
Reviewed: March 2011  
Reviewed: June 2014

## FREEDOM OF INFORMATION

GUIDE TO INFORMATION AVAILABLE FROM  
PUBLICATION SCHEME

SCHOOL UNDER THE MODEL

### CLASS 1 – WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts)

**This will be current information only**

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Who's who in the school	School website/Hard Copy from School Office	Nil
Who's who on the Governing Body and the basis of their appointment	School website/Hard Copy from School Office	Nil
Instrument of Government	Hard Copy from School Office	Nil
Contact details for the Headteacher and for the Governing Body (named contact where possible with telephone number and email address (if used))	School website/Hard Copy from School Office	Nil
School prospectus	School website/Hard Copy from School Office	Nil
Annual Report	N/A	Nil
Staffing structure	Hard Copy from School Office	Nil
School session times and term dates	School website/Hard Copy from School Office	Nil

## FREEDOM OF INFORMATION

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SCHOOL UNDER THE MODEL

### **CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT** (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

**Current and previous financial year as a minimum**

<b>Information to be Published</b>	<b>How the Information can be obtained (hard copy and/or website)</b>	<b>Cost</b>
Annual budget plan and financial statements	Hard Copy from School Office	Nil
Capitalised funding	Hard Copy from School Office	Nil
Additional funding	Hard Copy from School Office	Nil
Procurement and projects	Hard Copy from School Office	Nil
Pay policy	School Website/Hard Copy from School Office	Nil
Staffing and grading structure	Hard Copy from School Office	Nil
Governors' allowances	School Website/Hard Copy from School Office	Nil

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### 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

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
School profile:		
• Government supplied performance data	School Profile/School Website	Nil
• The latest Ofsted report		
– Full report	School Website/Hard Copy from School Office	Nil
Performance management policy and procedures adopted by the Governing Body	School Website/Hard Copy from School Office	Nil
School's future plans	School Website/Hard Copy from School Office	Nil
Every Child Matters – policies and procedures	School Website/Hard Copy from School Office	Nil

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### CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions)

Current and previous three years as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Admissions policy/decisions (not individual admission decisions)	School Website	Nil
Agendas of meetings of the Governing Body and (if held) its sub-committees	School Website/Hard Copy from School Office	Nil
Minutes of meetings (as above) NB: this will excluded information that is properly regarded as private to the meetings	School Website/Hard Copy from School Office	Nil



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### CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)

#### Current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
School policies including:		
• Charging and remissions policy	School Website/Hard Copy from School Office	Nil
• Health and Safety	School Website/Hard Copy from School Office	Nil
• Complaints procedure	School Website/Hard Copy from School Office	Nil
• Staff conduct policy	N/A	
• Discipline and grievance policies	School Website/Hard Copy from School Office	Nil
• Staffing structure implementation plan	N/A	
• Information request handling policy	N/A	
• Equality and diversity (including equal opportunities) policies	School Website/Hard Copy from School Office	Nil
• Staff recruitment policies	School Website/Hard Copy from School Office	Nil
Pupil and curriculum policies, including:		
• Home-school agreement	School Website/Hard Copy from School Office	Nil

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
<ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special Educational Needs</li> </ul>	School Website/Hard Copy from School Office School Website/Hard Copy from School Office School Website/Hard Copy from School Office	Nil Nil Nil
<ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupils discipline</li> </ul>	School Website/Hard Copy from School Office School Website/Hard Copy from School Office School Website/Hard Copy from School Office N/A School Website/Hard Copy from School Office	Nil Nil Nil  Nil
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>	School Website/Hard Copy from School Office N/A Hard Copy from School Office	Nil  Nil
Charging regimes and policies  (This should include details of any statutory charging regimes. 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)	School Website/Hard Copy from School Office	Nil

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### CLASS 6 – LISTS AND REGISTERS

#### Currently maintained lists and registers only

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Curriculum circulars and statutory instruments	Hard Copy from School Office	Nil
Disclosure logs	Hard Copy from School Office	Nil
Asset register	Hard Copy from School Office	Nil
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Hard Copy from School Office	Nil

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### CLASS 7 – THE SERVICES WE OFFER

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

#### Current information only

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Extra-curricular activities	School Website/Hard Copy from School Office	Nil
Out of school clubs	School Website/Hard Copy from School Office	Nil
School publications	School Website/Hard Copy from School Office	Nil
Services for which the school is entitled to recover a fee, together with those fees	School Website/Hard Copy from School Office	Nil
Leaflets books and newsletters	School Website/Hard Copy from School Office	Nil
<b>ADDITIONAL INFORMATION</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

**Contact  
Details:**

Horsington Church School  
Horsington  
Somerset  
BA8 0BW  
office@horsingtonbwmat.org  
01963 370358

## SCHEDULE OF CHARGES

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

Type of Charge	Description	Basis of Charge
<b>Disbursement Cost</b>	Photocopying/printing @ 10 p per sheet (black and white)	Current rate locally
	Photocopying/printing @ ... p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>		
<b>Other</b>		

- the actual cost incurred by the public authority

Proposed and adopted: March 2011