



# Freedom of Information Detailed Publication Scheme

If you are reading a printed version of this document you should check the Information Management pages [www.ashleighprimary.com](http://www.ashleighprimary.com) to ensure that you have the most up-to-date version.

If you would like a copy of any documentation, please contact the school office:

**Ashleigh Primary School and Nursery**

**Sheffield Road**

**Wymondham**

**NR18 0HL**

**[office@ashleigh.norfolk.sch.uk](mailto:office@ashleigh.norfolk.sch.uk)**

## **Background**

The Governing Body must ensure that the school is registered with the Information Commissioner's Office (ICO).

Also, the school must conform to the Freedom of Information Act 2000, which gives a right of access to information held by public bodies, including schools and academies (schedule 1, Part IV). <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>

In line with Section 19 of this Act, schools must produce a publication scheme which makes it clear to the public what information they will make public when required to respond to requests for information under this legislation. Data Protection Education use the ICO model template for the Publication Scheme.

The school publication scheme should set out:

- The classes of information which will be published or which the school intends to publish either on their website or in hard copy version
- The manner in which the information will be published
- Whether the information is available to download from the website free of charge or via payment to the school

The publication scheme should conform to the model scheme for schools approved by the Information Commissioner (see references above) or a bespoke policy should be authorised by the Information Commissioner's Office (ICO).

## **Introduction**

The school is registered with the Information Commissioner's Office (ICO) and conforms with its requirements under the Freedom of Information Act 2000. This Act gives a right of access to



information held by public bodies, including schools and academies, which are required to produce a Publication Scheme that makes it clear to the public what information they will make public when required to respond to requests for information.

**The Policy:** In line with advice from the Local Authority, we have adopted Data Protection Education's model Publication Policy, which is based on the ICO's 'Model Publication Scheme' which covers primary schools, high schools and academies.

**Requirements of the Policy:** As a school, we are required to publicise the fact that information is available under this scheme and this is carried out annually at the beginning of the new academic year in September.

Under this scheme, we agree to review the information we are publishing. This review will be done annually as we update the website. We also agree to make new information available promptly – this will be done via the school newsletter and website.

As an organisation, we agree to update old information. This is carried out regularly as a matter of course, often through national channels such as the Ofsted website or the DfE school performance tables.

Information about the school is available through Local Authority as well as the government's official register of educational establishments in England and Wales - Get Information About Schools (GIAS). GIAS is also the national database of school governors <https://get-information-schools.service.gov.uk/>

**What is Available:** Information that is available is detailed below in table format and shows where the information can be sourced. Some information in our Publication Scheme is available in hard copy paper format from the school office, upon request. For ease of access, a large percentage of our Publication Scheme documents are available from our school website, and these are free to download.

Under this scheme, some personal and sensitive information is exempt from publication. Where information is not available online, we must respond promptly to any requests to see it. However, we are not required to create new information in order to comply with the Act.

We seek at all times to keep parents and other members of the public fully informed of our activities through our website and newsletters (also available through the school's website)

**Charging for access to information:** Where information outlined in the Definition Document is not available on the website – either because it is not in electronic format or is too unwieldy to be transferred in such a format – we will make it available to be viewed in the school. In the first instance, you should contact the school office to arrange a viewing.

Contact details: email address: [office@ashleigh.norfolk.sch.uk](mailto:office@ashleigh.norfolk.sch.uk) school or call on 01953 602410.

Photocopies of such information are also available, charges for copies are shown on the final page of this document.



## **How Ashleigh Primary School and Nursery is responding to the requirements of the Freedom of Information Act 2000**

The purpose of our publication scheme is to demonstrate how we respond to the specific requirements of the Freedom of Information Act 2000 and how we are fulfilling the aims and objectives of the school, which are:

### **Reference documents**

This policy should be read in conjunction with the following guidance document:

Definition document for governing bodies of maintained schools in England produced by the ICO (as revised in 2013)

<https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf>

Reference should be made to the following DPE/ School policies: GDPR Policy and Retention of Records Policy.

### **Classes of information published:**

- Class 1: Who we are and what we do** - Organisational information, structures, locations and contacts
- Class 2: What we spend and how we spend it** – Financial information relating to projected and actual income and expenditure, procurement, contractual agreements and financial audit
- Class 3: The School's priorities and how they are being achieved** - Strategies and plans, performance indicators, audits, inspections and reviews
- Class 4: How we make decisions as a school** - Decision-making process and records of decisions
- Class 5: Our policies and procedures** – Current written protocols, policies and procedures for delivering our services and responsibilities
- Class 6: Lists and registers** - Any information that the school is legally required to hold in publicly available registers
- Class 7: The services offered by the School** – Information about the services offered by the school, including leaflets, guidance and newsletters produced for public



**Statutory information ( ) or documents ( ) that have to be published by law as stated by the DfE**

Information to be published	How the information can be obtained
<p><b>Class 1: Who we are and what we do</b></p> <p>Organisational information, structures, locations and contacts (current information only)</p>	<p>Website</p>
<p><b>Instrument of Government - Schools</b></p> <p>This is the document which records the name and category of the School and the name and constitution of the Governing Body</p>	<p>Website</p>
<p><b>Information to be provided on the website by the school</b></p> <ul style="list-style-type: none"> <li>● The school name, address, telephone number and type of school ( )</li> <li>● School website address and email address for contact ( )</li> <li>● The names of the Headteacher and Chair of Governors ( )</li> <li>● Contact details for the Headteacher and Chair of Governors, named contact where possible</li> <li>● The name of the SENDCo ( )</li> <li>● A copy of the latest Ofsted report or a link ( )</li> <li>● Who's who in the school and staffing structure</li> <li>● Who's who on the Governing Body and the basis of their appointment ( )</li> <li>● School and Nursery session times and term dates and staff Inset days</li> <li>● Information about the School Admissions Policy ( )</li> <li>● Information about the Nursery Admissions Policy</li> <li>● A statement of the school's ethos and values ( )</li> <li>● <i>Details of any religious denomination, the religious education provider, parents' rights to withdraw their child from religious education and collective worship and the alternative provision for these students ( )</i></li> </ul>	<p>Website</p>



<ul style="list-style-type: none"> <li>● Information on the school’s policy on providing for students with Special Educational Needs and Disability (SEND) ( )</li> <li>● Information on the School’s Equality Policy and Accessibility Plan ( )</li> <li>● Behaviour Policy ( )</li> <li>● Complaints Policy ( )</li> <li>● Charges and Remissions Policy ( )</li> <li>● Pupil Premium, details of funding received, plans for expenditure, evaluation of student outcomes ( )</li> <li>● PE Sports Premium Grant, details of funding, plans for expenditure, evaluation of student outcomes ( )</li> <li>● Year 7 Catch Up Funding, details of funding received, plans for expenditure, evaluation of student outcomes ( )</li> <li>● Number of students on roll and information on student's authorised and unauthorised absence ( )</li> <li>● National Curriculum assessment results or appropriate key stages, with national summary scores ( )</li> <li>● Link to the school prospectus</li> <li>● Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable</li> <li>● Corona Virus (COVID-19) Catch Up Funding for Academic Year 2020/21 only. Details of funding received, plans for expenditure, evaluation of student outcomes ( )</li> </ul>	<p><a href="#">templates on GOV.UK pupil premium guide</a></p> <p><a href="#">PE and sport premium funding</a></p> <p><a href="#">year 7 literacy and numeracy catch-up premium funding</a></p> <p><a href="#">templates on GOV.UK</a></p>
<p><b>Information provided - Governing Body</b></p> <ul style="list-style-type: none"> <li>● Details of the Governing Body membership, including names and addresses of the Chair of the Governing Body and the Clerk to the Governing Body (not private contact details)</li> <li>● Details of how to contact the governors via the school</li> <li>● Minutes of Governing Body minutes including sub-committees</li> <li>● A record of gifts accepted by school employees and members of the Governing Body</li> <li>● Details of what can be claimed by governors</li> <li>● A record of expenses that have been claimed by governors</li> <li>● A record of payments made to individual governors</li> <li>● A report detailing Gender Pay Gap (for schools with 250 employees or more)</li> </ul>	<p>Website</p> <p>Website</p> <p>Hard Copy</p> <p>Governors Minutes</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Website</p> <p>Governors Minutes</p>



<p>Any major proposals for the future of the school, e.g. consultation to convert to Academy status, change of status, additional Key Stage, change to Local Authority agreed Pupil Admission Number (PAN). Any such items would be included in Minutes</p>	
<p><b>Information about the School provided in the prospectus including details of the curriculum</b>          The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>● The name, address, telephone number of the school and the type of school</li> <li>● Website address and email address for contact purposes</li> <li>● The names of the Headteacher and the Chair of Governors</li> <li>● The school Admissions Policy</li> <li>● A statement of the school's ethos and values</li> <li>● Details of any affiliations with a particular religious or religious denomination, the religious education provided the parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students</li> <li>● Information about the school's policy on providing for students with SEND</li> <li>● Number of students on roll and information on students authorised and unauthorised absences</li> <li>● National Curriculum assessment results for appropriate key stages. National summary figures for assessment</li> <li>● Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable.</li> </ul>	<p>Website</p>
<p><b>Class 2: What we spend and how we spend it</b>          Financial information relating to projected and actual income and expenditure, procurement, contractual agreements and financial audit (Current and previous financial year as a minimum)</p>	
<p><b>Annual budget plan and financial statements from Local Authority School</b></p>	<p><a href="#">Childrens Services ICT Solutions (norfolk.gov.uk)</a></p>



<p>Information relating to the school’s budget known as the Dedicated School Grant (DSG) is received by the School in February via the Local Authority. This may be via a secure portal or hard copy reports.</p> <p>The original working budget (OWB) / annual budget plan will include details of projected income and expenditure and agreed by Governors prior to the start of the new financial year.</p> <p>The OWB / annual budget plan will be revised termly to reflect the actual income and expenditure and presented to Governors.</p> <p>Details of proposed procurement and contractual agreements are also presented to Governors prior to the new financial year and decisions will be minuted.</p>	<p>Governors minutes – on website</p> <p>Governors minutes – on website</p> <p>Governors minutes – on website</p>
<p><b>Capital funding – Local Authority Schools</b></p> <p>Local Authority schools receive a nominal amount of Devolved Formula Capital funding per year (based on headcount) and this is noted separately in their original funding allocation reports provided by the Local Authority</p> <p>Monitoring of DFC expenditure is carried out at Local Authority level.</p>	<p><a href="http://www.norfolk.gov.uk/childrens-services-ict-solutions">Childrens Services ICT Solutions (norfolk.gov.uk)</a></p> <p>Local arrangements with LA</p>
<p><b>Financial Audit - Schools</b></p> <p>Audits are carried out on a 3- 5 yearly basis by the Local Authority's Audit Team.</p> <p>An Audit Action Plan noting all requirements to be taken by the school with a detailed timeline and allocated responsibility is created and presented to Governors. This is included in Governors minutes.</p> <p>Progress against the Audit Action Plan is noted by the Governing Body and the LA Audit Team will keep under review until the time of the next audit cycle.</p>	<p>Hard Copy</p> <p>Governors minutes – on website</p>
<p><b>Pay Policy &amp; Performance Management</b></p> <p>The school adopts the following policies regarding pay structures</p> <p>Teaching: Standard Teachers Pay and Conditions</p> <p>Support Staff: Local Authority model policy</p>	<p>Hard Copy</p> <p>Hard Copy</p>



<p>Leadership group range: is aligned with the Individual School Range as published in the <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832634/School_teachers_pay_and_conditions_2019.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832634/School_teachers_pay_and_conditions_2019.pdf</a> Standard Teachers Pay and Conditions document – page 12</p> <p>Performance management policy and process adopted by the Governing Body</p>	<p>Available from an external website Hard Copy</p>
<p><b>Pupil Premium – reporting and monitoring</b> Details of the School’s Pupil Premium allocation including detailed expenditure plans Report detailing the outcome of the previous year's Pupil Premium expenditure and the impact on student's outcomes</p>	<p>Website</p>
<p><b>PE Sports Grant – reporting and monitoring</b> Details of the School’s PE Sports grant allocation including detailed expenditure plans Reports detailing the impact and student outcomes</p>	<p>Website</p>
<p><b>Year 7 Catch Up Grant - reporting and monitoring</b> Details of the Catch-up Grant with details of intervention strategies - literacy and numeracy Reports detailing the impact and student outcomes</p>	<p>Website</p>
<p><b>Corona Virus (COVID-19) – Catch Up Premium – reporting and monitoring Academic Year 2020/21 only</b> Details of the Catch-up Grant detailing amount of monies received and intervention strategies implemented Reports detailing the impact on student catch up and student outcomes</p>	<p>Website</p>
<p><b>Class 3: The School’s priorities and how they are being achieved</b> Strategies and plans, performance indicators, audits, inspections and reviews (Current information as a minimum )</p>	
<p>School profile including: The most recent Ofsted report including: Summary Report and Full Report</p>	<p>Website <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p>



Post Ofsted inspection action plan Performance data at each key stage  National performance data	Hard Copy  <a href="https://compare-school-performance.service.gov.uk/school">https://compare-school-performance.service.gov.uk/school</a>
<b>Class 4: How we make decisions as a school - Decision-making process and records of decisions</b> (Current and previous three years as a minimum)	
Admissions policy – managed by Local Authority Admissions appeals – managed by Governor's Committee heard by Local Authority Appeals panel  Exclusions policy – school policy based on Local Authority model Exclusions appeals – managed by Governor's Committee heard by Local Authority Exclusions panel	Website Governors minutes –on website Hard Copy Governors minutes – on website
Governing Body agendas and minutes of meetings are stored on <i>Governor Hub (or local arrangements)</i> Confidential items and minutes are not available under the scheme	Hard Copy – upon written request

## Class 5: School Policies and Procedures

Current written policies and procedures for delivering education and ensuring responsibilities are met

This is a list of **Statutory Policies and Procedures** all Schools, Free Schools and Academies in England and Wales should have in place (based on information published by DfE - updated 27.1.20) [Statutory policies for schools and academy trusts](#)

Policy / Procedure	Maintained School	Publication on Website	Review Cycle	Approval Level
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Accessibility Plan	Yes	Yes	Every 3 Years	Governing Body, Individual Governor, Headteacher
Admissions Policy	Yes	Yes	Annually	Governing Body, Local Authority
Behaviour Principles written statement*	Yes	*	Recommended Annually	Governing Body, Individual Governor, Headteacher
Behaviour Policy * Behaviour Principles may be included in the Behaviour Policy	Yes	Yes	Recommended Annually	Headteacher can delegate
Capability of Staff	Yes	No	Recommended Annually	Governing Body, Individual Governor
Careers guidance: details of your careers programme and a provider access statement: 16-19 provision	Yes	No	Recommended Annually	Governing Body
Charging and Remissions Policy	Yes	Yes	Recommended Annually	Governing Body, Individual Governor, Headteacher
Child Protection Policy and Procedures	Yes	Yes	Annually	Governing Body or Proprietor
Children with health needs who cannot attend school	Yes	Yes	Recommended Annually	Governing Body
Complaints Policy	Yes	Yes	Recommended Annually	Governing Body, Individual Governor, Headteacher
Data Protection Policy	Yes	Yes	Recommended Annually	Governing Body, Individual Governor, Headteacher



Designated teacher for looked-after and previously looked-after children	Yes	No	Recommended Annually	Governing Body
Early Years Foundation Stage EYFS	Yes	No	Varies	Governing Body can delegate
Equality information and objectives (public sector equality duty) statement for publication	Every 4 Years	Yes	Recommended Annually	Governing Body, Individual Governor, Headteacher
First Aid in Schools	Yes	No	Recommended Annually	Employer
Governors Allowances (Schemes for paying)	Yes	No	Recommended Annually	Governing Body, Individual Governor, Headteacher
Health and Safety Policy	Yes	No	Annually	Employer
Instrument of Government	Yes	Yes	Recommended Annually	Governing Body, Individual Governor, Headteacher
Newly Qualified Teachers (NQT)	Yes	No	Recommended Annually	Governing Body
Premises Management Document	Yes	No	Recommended Annually	Governing Body, Individual Governor, Headteacher
Protection of Biometric Information held in schools	Yes	No	Recommended Annually	Governing Body
Register of business interests of headteachers and governors	Live Document	No	Recommended Annually	Governing body can delegate approval subject to the local authority scheme



Register of students admission to school and attendance	Yes	No	Live Document	Governing Body, Individual Governor, Headteacher
School Exclusion Policy	Yes	No	Recommended Annually	Governing Body, Individual Governor, Headteacher
School information published on a website	Yes	Yes	Live Document	Governing Body, Individual Governor, Headteacher
Sex and relationships education	Yes	Yes	Recommended Annually	Governing Body, Individual Governor, Headteacher
Single Central Record of security and vetting checks	Yes	No	Live Document	Governing Body, Individual Governor, Headteacher
Special Educational Needs and Disability	Yes	Yes	Annually	Governing Body or Proprietor
Staff discipline, conduct and grievance (procedures for addressing)	Yes	No	Recommended Annually	For Local Authority Schools: Governing Body
Statement of procedures for dealing with allegations of abuse made against members of staff	Yes	No	Recommended Annually	Governing Body, Individual Governor, Headteacher
Supporting students with medical conditions	Yes	Yes	Recommended Annually	Governing Body
Teachers Pay	Yes	No	Annually	Governing Body or Local Authority



## Class 6: Lists and registers

Any information that the school is legally required to hold in publicly available registers.  
(Current information as a minimum)

<p>Curriculum circulars and statutory instruments Disclosure logs – Register of Gifts and Hospitality Listed Buildings Planning Applications</p> <p>Register of Pecuniary Interests – Governors</p> <p>Information Asset Register - CCTV Contracts Register Asset Register</p> <p>Asbestos Register</p>	<p>Hard Copy – upon written request</p> <p>Arrange viewing via school office</p> <p>Governing Body minutes – upon written request Arrange viewing via school office</p> <p>As above</p>
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## Class 7: The services offered by the school

<p>Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable</p>	<p>Website Hard Copy</p>
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**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.

### **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.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or if the information is a priced item e.g. some printed publications or videos, we will let you know the cost before fulfilling your request.

### **Records management policy**

The school retains its records under the Records Management Policy and Information Classification Guidelines.

[The DPE Model Records Management Policy and Information Classification Guidelines are available on the Knowledge Bank in the [Records Management Best Practice Area](#)]

### **Monitoring and evaluation**

In order to monitor and evaluate the policy, we welcome any comments or suggestions you may have about the scheme. If you want to make a comment 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 at the school.

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 deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745. Fax: 01625 524510.

Website: [www.ico.org.uk](http://www.ico.org.uk).