CHARTRIDGE COMBINED SCHOOL

Freedom of Information Publication Scheme

This policy was adopted Summer 2020
This policy was approved Summer 2023
The policy is to be reviewed Summer 2026

This is Chartridge Combined School's 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. 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'. 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 – all on our website.
Governors' Documents – information in 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.chartridge.bucks.sch.uk)**
Email: office@chartridge.school
Tel: 01494 837498
Contact Address: Cogdells Lane, Chartridge, Bucks. HP5 2TW

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 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.

Information to be published	**How the information can be obtained**	**Cost Dependent on no. of pages**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website	
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Hard copy	£
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	
Staffing structure	Website	
School session times and term dates	Website	

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	Website	
Annual budget plan and financial statements	Hard copy	£
Pay policy	Hard copy	£
Staffing and grading structure	Hard copy	£
Governors' allowances	Hard copy	£
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information	Hard copy or website	£
School profile • Government supplied performance data • The latest Ofsted report	Website	
Performance management policy and procedures adopted by the governing body.	Hard copy	£
Schools Plan School Plan Summary	Hard copy Website	£

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy	£
Admissions policy/decisions (not individual admission decisions)	Hard copy	£
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	£
Minutes of meetings (as above) – note: this excludes information that is properly regarded as private to the meetings on the grounds of confidentiality or other such grounds excluded by the Freedom of Information Act.	Hard copy	£
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy or website	£ if hard copy
School policies including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies	Hard copy or website	£ if hard copy
Pupil and curriculum policies, including: • Home-school agreement	Hard copy or website	£ if hard copy

• Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil behaviour		
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	Hard copy	£
Charging regimes and policies. This includes details of any statutory charging regimes. Charging policies include charges made for information routinely published. They clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Hard copy or website	£ if hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection	£ if hard copy
Curriculum circulars and statutory instruments	Hard copy	£
Disclosure logs	Hard copy	£
Asset register	Hard copy	£
Any information the school is currently legally required to hold in publicly available registers **(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)**	Hard copy	£

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	Hard copy or website; some information may only be available by inspection	£ if hard copy
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
Leaflets books and newsletters	Website	
Additional Information This section publishes information that is not itemised in the lists above		
Summary Results of annual Governor's parent questionnaire	Website	

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class *
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)
Other	To be applied only if extra costs are identified by the school	Actual cost *

* the actual cost incurred by the School