



The Colleton Primary School

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**The Colleton Primary School
Freedom of Information Act Publication Scheme**

The school has adopted the scheme approved by the Information Commissioners for use in Schools. This does not apply to personal information, which is covered by the Data Protection Act; please refer to the Data Protection Policy.

Responsibility: FGB
Ratified: 4th July 2019
Next Review: July 2025

This is The Colleton Primary 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.

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. Categories of information published

See Appendix 1

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by email or letter. Contact details are set out below or you can visit our website at www.colleton.wokingham.sch.uk.

Email: admin@colleton.wokingham.sch.uk

Tel: 0118 934 0530

Contact Address: The Colleton Primary School, Colleton Drive, Twyford, Reading RG10 0AX

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.

Appendix 1

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	On school website	
Who’s who in the school	On school website	
Who’s who on the governing body / board of governors and the basis of their appointment	On school website	
Instrument of Government / Articles of Association	On school website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	On school website	
School prospectus (if any)	Not applicable	
Annual Report (if any)	Not applicable	
Staffing structure	On school website	
School session times and term dates	On school website	
Address of school and contact details, including email address.	On school website	

<p>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)</p> <p>Current and previous financial year as a minimum</p>	On request	
Annual budget plan and financial statements	On request	
Capital funding	On request	
Financial audit reports	On request	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Not applicable	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	On request	
Pay policy	On school website	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Not applicable	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	In the Pay policy	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governor expenses and allowances policy is on the school website. A record of amounts claimed is provided upon request	
Funding Allocations (PPG & PE Funding)	On website (in Our Learning section)	

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>On the school website.</p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>On school website</p> <p>On school website</p> <p>The school development plan objectives are on the school website</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>On school website</p>	
<p>Performance data or a direct link to it</p>	<p>On school website</p>	
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>If applicable information will be on the website</p>	
<p>Safeguarding and child protection</p>	<p>On school website</p>	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>Minutes of Governors meetings – available on school website</p>	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>On school website</p>	
<p>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).</p>	<p>Minutes of Governors meetings – available on school website</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by</p>	<p>On school website</p>	

<p>its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>On school website (Privacy notices & Data Protection policy)</p>	
<p>Charging regimes and policies.</p> <p>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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p>On school website</p>	

Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).	In Teacher folder (shared drive)	
Curriculum circulars and statutory instruments	Where applicable available on request	
Disclosure logs	Available on request	
Asset register	Available on request	
Any information the school is currently legally required to hold in publicly available registers	Available on request	
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	On school website	
Extra-curricular activities	On school website	
Out of school clubs	On school website	
Services for which the school is entitled to recover a fee, together with those fees	On school website - Lettings/EDO/ASC	
School publications, leaflets, books and newsletters	On school website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Available on request	

SCHEDULE OF CHARGES

The Colleton Primary School will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000;

- Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme which is available from the school office or on our website.
- We will normally confirm within 5 working days whether or not we hold the information you request and, if we do, we will provide it within 20 working days. Please note: Working days refers to term time only as contained in Statutory Instrument 3364.
- Your request must be in writing (letter or email) to ensure that we have a clear statement of what is requested.
- In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.
- If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:

The Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday
Fax 01625 524510
Email mail@ico.gsi.gov.uk

- Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act. (See 'Charges' below).
- If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment (cash or cheque). The time allowed for us to provide the information (20 working days) does not include the period between the issuing of the fees notice and the receipt of the payment.
- We may be unable to provide the information you request for any for the following reasons:
 - We do not hold the information
 - We are applying an exemption to the disclosure

- It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).
- If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.
- The School will seek advice from the Local Authority's Information Governance Manager as necessary to clarify any points or to help resolve any disputes over information requests.

CHARGES

- The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet. Postage charges will be at the appropriate rate. For more substantial items the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.
- In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:
 - summarising the information;
 - putting the information onto CD, video or audio cassette;
 - translating the information into a different language.
- We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.