Freedom of Information Publication Scheme

By law, as well as responding to requests for information, we are required to make available certain types of information proactively. Our Publication Scheme must be approved by the Information Commissioner's Office [IOC].

In line with advice from Norfolk County Council, we have adopted the IOC 'Model Publication Scheme' which covers Primary Schools. We are required to publicise the fact that information is available under this scheme, which we will do annually at the beginning of the new academic year, and by providing the majority of our Publication Scheme documents on the web site.

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

We also agree to update old information. This is done regularly as a matter of course, often through national channels such as, for example, the Ofsted website or the DfE school performance tables. Information about the school is also available through Norfolk County Council website.

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 our 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 form or is too unwieldy to be transferred to such a format – we will make it available to view in school. In the first instance, you should apply to the School Business Manager to arrange a viewing.

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

Information to be published.	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	Website Hard copy	No cost for website See final page for details of hard copy costs
Who's who in the school	Website Hard copy	
Who's who on the governing body / board of governors and the basis of their appointment	Website Hard copy available on request	
Instrument of Government / Articles of Association	Hard copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website	
School prospectus (if any)	Website Hard copy	
Annual Report (if any)	n/a	
Staffing structure	Hard copy	
School session times and term dates	Website & www.norfolk.gov.uk	
Address of school and contact details, including email address.	Website	
Information to be published.	**How the information can be obtained**	**Cost**
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	Hard copy http://efs.norfolk.gov.uk/BudgetShare/ReportsMenu.aspx	

Annual budget plan and financial statements	Hard copy DfE website	No cost for website See final page for details of hard copy csts
Capital funding	Hard copy http://efs.norfolk.gov.uk/BudgetShare/ReportsMenu.aspx	
Financial audit reports	Hard copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy	
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).	Hard copy	
Pay policy	Hard copy (NCC model)	
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.	Hard copy	
Information to be published.	**How the information can be obtained**	**Cost**
Staffing, pay and grading structure.	Hard copy	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	
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		

School profile And in all cases: • 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 report - Summary - Full report • Post-inspection action plan	Website https://www.compare-school-performance.service.gov.uk/school/121024 www.ofsted.gov.uk Hard copy	No cost for website See final page for details of hard copy costs
Information to be published.	**How the information can be obtained**	**Cost**
Performance management policy and procedures adopted by the governing body.	Hard copy	
Performance data or a direct link to it	Website or hard copy	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School office	
Safeguarding and child protection	Website or hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		No cost for website See final page for details of hard copy costs
Admissions policy/decisions (not individual admission decisions) – where	Website	

applicable	Hard copy Norfolk County Council admissions team	
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).	Hard copy	
Information to be published.	**How the information can be obtained**	**Cost**
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
School policies • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Equality and diversity (including equal opportunities) policies • Staff recruitment policies • Teaching and Learning + Marking & Feedback • Sex & relationships education • Special Educational Needs & Disabilities • Accessibility • Behaviour policy and procedure • Charging regimes and policy	 Hard copy (NCC model) Website Hard copy Hard copy Website Hard copy Website Website Website Website Website Website	No cost for website See final page for details of hard copy costs
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	 Website http://www.irms.org.uk Website	
Information to be published.	**How the information can be obtained**	**Cost**

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Inspection only	No cost for website See final page for details of hard copy costs
Curriculum circulars and statutory instruments	Hard copy http://www.schools.norfolk.gov.uk/	
Disclosure logs	Hard copy	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers (NB: This does not include attendance registers)	Hard copy	

Information to be published.	**How the information can be obtained**	**Cost**
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	Website or hard copy	No cost for website See final page for details of hard copy costs
Extra-curricular activities	Website / newsletters (also uploaded to website)	
Out of school clubs	Website or hard copy	

Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Website or hard copy	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
School Council & Friends of the School Association	Website or hard copy	

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
Disbursement cost	Photocopying/printing @ 5p per A4 sheet (black & white), 25p per A4 sheet (colour)	Actual cost incl admin time*
	Photocopying/printing @ 12p per A3 sheet (black & white), 40p per A3 sheet (colour)	Actual cost incl admin time*
	Postage	Actual cost of Royal Mail standard 2nd class. If documents need to be posted, fees will be charged to cover the cost of packaging as

		well as postage. *
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		Where documents are time consuming to access or collate, we will also make an administrative fee of £5 - £10 for the time incurred. *

* the actual cost incurred by the school