

# Royton Hall Primary School



**Freedom of Information Act 2000  
Publication Scheme**

**Date 15<sup>th</sup> July 2019**

This scheme commits us to make information available for the public as part of our normal business activities. The scheme will be reviewed on a periodic basis. Reproducing material supplied under this scheme without our express permission may be an infringement of copyright.

The information is covered by the classes of information set out below:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our Policies and procedures
- Lists and Registers
- The services we offer

These classes will not generally include:

- Information we do not hold
- Information exempt from publication/access by law
- Personal data
- Information already readily available
- Information out of date/inaccessible, eg, in archive etc
- Information that exceeds the appropriate cost/time limits under FOI

The information may be made available in various ways:

- Via the website
- Hard copies of information
- Electronic copies of information
- Viewing in person
- Being advised how to access the information

Charges for information will be kept to a minimum and in accordance with legislative codes and best practice. Payment may be required prior to the release of the information.

Charges may be made to cover costs eg, photocopying, postage and packaging etc.

Information not published under this scheme may be requested in writing and the provision will be considered in accordance with FOI.

Requests can be made to the School Business Manager

If you are not satisfied with our response to a request for information you may make a complaint – please see our Complaints Policy for guidance

After going through our information complaint procedures you are still not satisfied then the Freedom of Information Act 2000 makes provision for you to complain directly to the Information Commissioner's Office:

Wycliffe House,  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

<https://ico.org.uk/>

## **The Scheme**

### **Who we are and what we do**

Please see the school website for all the following information re; Organisational information, structures, locations and contacts.

- **School prospectus and curriculum**
- **Governing Body**
- **School session times and term dates**
- **Location and contact information**

### **What we spend and how we spend it**

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. This information is held within school.

- **Annual budget plan and financial statements**
- **Capital funding**
- **Financial audit reports**
- **Procurement and contracts**
- **Pay policy**
- **Staff allowances and expenses**

- **Staff pay and grading structures**
- **Governors' allowances**

### **What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

Links to the following information are in the school's website

- **Performance data supplied to the government**
- **Latest Ofsted report**
- **Performance management information**
- **The school's future plans**

- **Safeguarding and child protection**

Policies and procedures are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.

## **How we make decisions**

Decision-making processes and records of decisions.

- **Admissions policy / decisions**

The school's admission arrangements and procedures, together with information about the right of appeal are dealt with by the LA. The link to the Local Authority and process is detailed on the school's website.

- **Minutes of meetings of the governing body and its committees**

Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

## **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

This information is held on the school's website or within school and freely available on request.

- **School policies and other documents**
- **Records management and personal data policies**
- **Charging regimes and policies**
- **Equality and diversity**
- **Policies and procedures for the recruitment of staff**
- **Charging regimes and policies**

## **Lists and Registers**

- **circulars and statutory instruments**
- **Asset register**
- **Any information the school is currently legally required to hold in publicly available registers**

## **The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters.

Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:

### **Extra-curricular activities**

Out of school clubs

School publications

### **Services for which the school is entitled to recover a fee, together with those fees**

Leaflets, booklets and newsletters