



## **Cheriton Primary School Publication Scheme on information available under the Freedom of Information Act 2000**

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## **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. 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.

## **Categories of information published**

This 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 Website* - information published on the Cheriton School website;

*Governors' Documents* - information published in the School Profile (which is also found on the Cheriton school website and in other governing body documents);

*Pupils & Curriculum* - information about policies that relate to pupils and the school curriculum; and

*School Policies* - information about policies that relate to the school in general.

## **How to request information**

If you require a paper version of any of the documents within this scheme, please contact the School by telephone, email or letter. Our contact details are as follows:

Telephone: 01962 771278

Address: Cheriton Primary School, Cheriton, Nr Alresford, Hampshire, SO24 0QA

Email: [adminoffice@cheriton.hants.sch.uk](mailto:adminoffice@cheriton.hants.sch.uk)

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

## Paying for information

Single copies of information covered by this scheme 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.

## Information Currently Published

Name	Description
Accessibility Plan	Plan for increasing participation of disabled pupils in our School's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Charging Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Collective Worship Statement	Statement of arrangements for the required regular act of collective worship.
Feedback and Comments Policy (Complaints)	Statement of procedures for dealing with complaints.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum.
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the School.
Equal Opportunities Policy	Statement of policy for promoting equality.
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
Home School Agreement	Statement of our School's aims and values, our School's responsibilities, the parental responsibilities and our School's expectations of its pupils for example homework arrangements.
Instrument of Government	<ul style="list-style-type: none"> <li>• The name of our School;</li> <li>• The category of our School;</li> <li>• The name of the governing body;</li> <li>• The manner in which the governing body is constituted;</li> <li>• The term of office of each category of governor if less than 4 years;</li> <li>• The name of any body entitled to appoint any category of governor</li> </ul>

	<ul style="list-style-type: none"> <li>• Details of any trust;</li> <li>• If the school has a religious character, a description of the ethos; and</li> <li>• The date the instrument takes effect.</li> </ul>
Minutes of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees which are learning and resources.
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures.
Post-Ofsted inspection action plan (if required)	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character.
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character.
Pupil Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
School session times and term dates	Details of school session and dates of school terms and holidays.
School Website	<p>The statutory contents of our School's website are as follows, (other items may be included on the website at our School's discretion):</p> <ul style="list-style-type: none"> <li>• the type, name, address and telephone number of our School;</li> <li>• the names of the head teacher and chair of governors;</li> <li>• information on the school policy on admissions;</li> <li>• a statement of the school's ethos and values;</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils;</li> <li>• information about the School's policy on providing for pupils with special educational needs;</li> <li>• number of pupils on roll</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures; and</li> <li>• the arrangements for visits to the School by prospective parents.</li> </ul>
Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Education Needs (SEN) Policy	Information about our School's policy on providing for pupils with special educational needs.

Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of our School staff and procedures by which staff may seek redress for grievance.
Expenditure	Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.
Annual Budget	Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns. Details of items of expenditure over £5000, including costs, supplier and transaction information. This should be published at least annually but at a more frequent quarterly or six-monthly interval where it is practical for schools to do so.
Capital Funding	Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.
Staff Allowances & Expenses	Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document, "senior staff" means staff on the Senior Management or Leadership  Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum.
Staff Pay and Grading Structures	The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.
Governor's Allowances	Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

## Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments 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.

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 that deals with formal complaints. They can be contacted at:

**Enquiry/Information Line:** 0303 123 1113

**Live Chat:** <https://ico.org.uk/global/contact-us/live-chat>

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

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

Related Policies	
Approved by the Full Governing Body	July 2022
Committee	Resources
Reviewed by	NP
Last Reviewed	May 2022
Date for review	May 2025