

Stoke Bishop Church of England Primary School Publication Scheme on information available under the Freedom of Information Act 2000

This publication scheme has been based on the model prepared and approved by the Information Commissioner and has been adapted for use by our Academy Trust.

1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits an Academy Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Academy Trust. Additional assistance is provided to the definition of these classes in sector special guidance manuals issued by the Information Commissioner.

The scheme commits the Academy Trust :

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy Trust and falls within the classifications below.
- To specify the information which is held by the Academy Trust and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Academy Trust that has been requested, and any updated versions it holds, unless the Academy Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public Model publication scheme Model publication scheme Version 1.2 20151023 2 authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2. Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the Academy Trust.

The Services we Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. The method by which information published under this scheme will be made available.

The Academy Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Academy Trust, information will be provided on our website. Where it is impractical to make information available on our website or when an individual does not wish to access the information by our website, the Academy Trust will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Academy Trust is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Academy Trust for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including in the general principles of the right of access to information held by the Academy Trust, justified and are in accordance with a published schedule or schedule of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

4. Written requests

Information that is not published under this scheme can be requested in writing, where its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details:

Email: stoke.bishop.p@bristol-schools.uk
Tel: 0117 3772173
Address: Stoke Bishop Church of England Primary School,
Cedar Park,
Stoke Bishop,
Bristol
BS9 1BW

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

Many of the documents are available on our website www.stokebishop.bristol.sch.uk and can be accessed free of charge. Charges, as above, will be made for requests for hard copies of documents that could otherwise be obtained free of charge through our website.

Policy reviewed:

February 2021

Policy approved Leadership & Management Committee:

9th February 2021

Date of Next Review:

February 2022

Appendix 1: Guide to Information available from Stoke Bishop Church of England Primary School (Academy Trust) under the Publication Scheme

| Information to be published | How the information can be obtained | Charge |
|--|---|-----------|
| Who we are and what we do (current information only) | | |
| Academy Funding Agreement | Website | No charge |
| Articles and Memorandum of Association | Website | No charge |
| School Prospectus including <ul style="list-style-type: none"> • School session times and term dates • School staffing – names and roles • Governing body – names and the basis of their appointment • Home School Agreement | Website and hard copy (school prospectus) | No charge |
| Contact details for the Headteacher and members of the Governing Body | Website and hard copy (school prospectus) | No charge |
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| Information to be published | How the information can be obtained | Charge |
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| What we spend and how we spend it (current year and previous financial year as a minimum) | | |
| Trustees' Report and Financial Statements | Website | No charge |
| Pupil premium funding and its impact on educational attainment | Website | No charge |
| Governors expenses policy | Hard copy | See charges |
| Procurement and Contracts – details of contracts that have gone through a formal tendering process | Hard copy | See charges |
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| Information to be published | How the information can be obtained | Charge |
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| What our priorities are and how we are doing (latest reports only) | | |
| KS1 SATS results | Website | No charge |
| KS2 SATS results | Website | No charge |
| Ofsted reports <ul style="list-style-type: none"> • School data dashboard • Ofsted report summary and full report • Post Ofsted inspection action plan | Website Website + hard copy (school prospectus) Hard copy | No charge |
| SIAMS report <ul style="list-style-type: none"> • Summary and full report • Post inspection action plan | Website + hard copy (school prospectus) Hard copy | No charge |
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| Information to be published | How the information can be obtained | Charge |
|---|-------------------------------------|-------------|
| How we make decisions (current and previous three years as a minimum) | | |
| Full Governing Body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded | Hard copy Website (Minutes) | See charges |
| Governing body committee meeting minutes – information that is properly considered to be private will be excluded | Hard copy | See charges |
| Admissions policy – arrangements and procedures and rights of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria | Website | No charge |
| Committee terms of reference | Hard copy | See charges |
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| Information to be published | How the information can be obtained | Charge |
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| Our policies and procedures (current policies and protocols) | | |
| School policies including: | | |
| • Charging and remissions | Website | No charge |
| • Health, Safety and Wellbeing | Website | No charge |
| • Complaints procedure | Website | No charge |
| • Discipline and employee grievance | Hard copy | See charges |
| • Equalities including accessibility plan | Website | No charge |
| • Special Educational Needs and Inclusion | Website | No charge |
| • Whistleblowing | Website | No charge |
| • Appraisal (Performance Management) | Hard copy | See charges |
| • Pay policy including staffing structure | Hard copy | See charges |
| Pupil and curriculum policies including: | | |
| • Reading scheme (especially KS1) | Website and hard copy (school prospectus) | No charge |
| • Curriculum | Website and hard copy (school prospectus) | No charge |
| • Sex and Relationships Education | Hard copy | See charges |
| • Collective Worship | Website | No charge |
| • Safeguarding and Child Protection | Website | No charge |
| • Behaviour | Website | No charge |
| • Exclusion | Website | No charge |
| • Anti-Bullying | Website | No charge |
| • Attendance | Website | No charge |

| Information to be published | How the information can be obtained | Charge |
|---|-------------------------------------|-----------|
| Lists and registers | | |
| Curriculum circulars and statutory instruments | Inspection only | No charge |
| Disclosure logs | Inspection only | No charge |
| Asset register | Inspection only | No charge |
| Any information the school is currently legally required to hold in publicly available registers (this does not include attendance registers) | Inspection only | No charge |
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| Information to be published | How the information can be obtained | Charge |
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| The services we offer | | |
| Clubs – in school | Website and hard copy | No charge |
| Newsletters and letters | Website and hard copy | No charge |
| Third Party Use of Premises policy | Hard copy | See charges |
| School publications | Hard copy | See charges |
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| Schedule of charges | | |
|----------------------------|--------------------|--|
| Type of charge | Description | Basis of charge |
| Disbursement cost | Photocopying | 5p per sheet |
| | Postage | Actual cost of Royal Mail 2 nd class |
| Statutory fee | | In accordance with the relevant legislation at time of request |