# STANWIX SCHOOL
# FREEDOM OF INFORMATION
# PUBLICATION SCHEME

# 2024-26

| **Approved by[1] (to be ratified at next meeting of the Governing Board)** | |
|---|---|
| **Name:** | |
| **Position:** | |
| **Signed:** | |
| **Date:** | |
| **Review date[2]:** | October 2026 |

[2] The Governing Body are free to determine review frequency.
[1] The Governing Body are free to determine how to implement.

# REVIEW SHEET

Information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any). We keep this sheet to record updates for our records, but we usually publish only the table.

| Version Number | Version Description | Date of Revision |
|---|---|---|
| 1 | Original | January 2012 |
| 2 | Reformatted only | February 2014 |
| 3 | Updated to comply with ICO current version of this document | April 2019 |
| 4 | Updated to reflect ICO Freedom of Information Act 2000: Guide to Information provided by schools under the model publication scheme, Version 4.0 Oct 2021. Schools are advised to consider the template carefully and remove sections which do not apply to their type of setting. | March 2022 |
| 5 | Reviewed | October 2024 |
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# Freedom of Information

## Guide to information available from Stanwix School under the model publication scheme

We referred to the Information Commissioner's Office (ICO) 'Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme' (v4.0) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. We will also publish much of this information online on our School website. When you can get a hard copy, the table explains how i.e. where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| **Class 1 - Who we are and what we do**<br>Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible). | | |
| Headteacher's contact details. | Website, hard copy at Reception Office | |
| Who's who in school. | Website, hard copy at Reception Office | |
| Who's who on the governing body/board of governors and selection criteria for appointment. | Website, hard copy at Reception Office | |
| Governing body's or board of governors'/trustees' contact details. | Website, hard copy at Reception Office | |
| Instrument of Government/Articles of Association. | Website, hard copy at Reception Office | |
| School/academy session times and term dates | Website, hard copy at Reception Office | |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| **Class 2 – What we spend and how we spend it**<br>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit.<br>Current and previous financial year as a minimum. | | |
| Annual budget and financial statements or the academy annual accounts. | Hard copy at main office | |
| Capital funding. | Hard copy at main office | |
| Financial audit reports. | Hard copy at main office | |
| Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical). | Hard copy at main office | |
| Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range). | Hard copy at main office | |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members. | Hard copy at main office | |
| Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees. | Hard copy at main office | |
| Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese. | Hard copy at main office | |
| Details of any premiums we receive such as Pupil premium. | Website, hard copy at main office | |

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| **Class 3 – What our priorities are and how we are doing**<br>Our current strategies and plans, performance indicators, audits, inspections, and reviews. | | |
| Annual Report. | Hard copy at main Reception and on website when ratified by GB | |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| Latest report from the regulator Ofsted.<br>• Summary<br>• Full report<br>• Post-inspection action plan | Website, hard copy at main office | |
| Exam and assessment results. | Website, hard copy at main office | |
| Performance tables | Website, hard copy at main office | |
| Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status. | Website, hard copy at main office | |
| Our school profile and performance data supplied to the Government (GIAS) | Website, hard copy at main office | |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant. | Website, hard copy at main office | |
| **Class 4 – How we make decisions**<br>Our decision-making processes and records of decisions.<br>Current and previous three years as a minimum. | | |
| Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful. | Website<br>From Main Office | |
| Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it. | Website, Hard copies at main office | |
| **Class 5 – Our policies and procedures**<br>Our current written protocols, policies, and procedures for delivering our services and responsibilities<br>As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests. | | |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc. | Website, hard copy at main office | |
| Safeguarding and child protection, including protecting children's personal data. | Website, hard copy at main office | |
| Equality and Diversity. | Website, hard copy at main office | |
| Policies and procedures relating to recruitment and human resources. | Website, hard copy at main office | |
| Special educational needs and disability. | Website, hard copy at main office | |
| Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme. | Website, hard copy at main office | |
| Pay Policy | hard copy at main office | |
| Records management and personal data policies, including:<br>• Information security policies<br>• Records retention destruction and archive policies<br>• Data protection (including information sharing and CCTV usage policies) | Website, hard copy at main office | |
| Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated.<br>If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list). | Website, hard copy at main office | |
| **Class 6 – Lists and Registers**<br>Lists and registers we currently maintain (does not include the attendance register) | | |
| Curriculum circulars and statutory instruments | Hard copy at main office | |
| CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf. | Website, hard copy at main office | |
| Disclosure logs i.e., information provided in response to FOIA requests | Hard copy at main office | |
| Asset register and Information Asset register | Hard copy at main office | |

| Current information to be published | How you can obtain information | Cost |
|---|---|---|
| Any information we are currently legally required to hold in publicly available registers | Hard copy at main office | |

| **Class 7 – The services we offer**<br>Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. | | |
|---|---|---|
| Extra-curricular activities | Website and hard copy at main office | |
| Out of school clubs | Website and hard copy at main office | |
| Services for which the school is entitled to recover a fee, together with those fees | Website and hard copy at main office | |
| School publications, leaflets and newsletters | Website and hard copy at main office | |

| **Additional Information**<br>Any information that is not itemised in the lists above | | |
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## Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

| Type of charge | Description | Basis of charge |
|---|---|---|
| **Disbursement cost** | Photocopying/printing @ 1p per sheet (black & white) | Actual cost |
| | Photocopying/printing @ 2p per sheet (colour) | Actual cost |

| Type of charge | Description | Basis of charge |
|---|---|---|
| | | |
| | Postage – actual cost of Royal Mail standard 2nd class | Actual cost of Royal Mail standard 2nd class |
| | | |
| **Statutory Fee** | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| **Other** | | |
| | | |