



**'Learn to love and love to learn; in God's love each one will shine'**

**St. Andrew's C of E (VC) Primary School**

## **Information available under the Freedom of Information Act 2000**

### **1. 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 have produced 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 ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner.

The Governing Body is responsible for maintenance of this scheme.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

### **2. Aims and Objectives**

At St. Andrew's Primary School it is our vision and aim that every child in our school will have

- positive self-esteem through inner confidence and strength
  - creativity of thought within a life-long passion for learning
  - excellence, high personal achievement and the experience of success
  - a set of values by which to live
  - an enjoyment of childhood
- ....developed within a caring Christian environment/

We work to enable every child to fulfil their potential, whether academic, social, physical, moral or spiritual. We are committed to providing high quality, inclusive, learning opportunities for all and this publication scheme is a means of showing how we are pursuing these aims.

### 3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: **admin@standrews323.herts.sch.uk**  
 Website: **www.standrews323.herts.sch.uk**  
 Tel: **01920-870097**  
 Contact Address: **St Andrew's VC Church of England Primary School  
 Mill Race  
 Stansted Abbots  
 Ware Hertfordshire SG12 8BZ**

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

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

### 4. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. 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. Where there is a charge this will be indicated by a £ sign in the description box.

### 5. Classes of Information Currently Published

Information to be published
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only</p> <ul style="list-style-type: none"> <li>• <b>Instrument of Government</b>              The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. The term of office of each category of governor is less than 4 years. The name of anybody entitled to appoint any category of governor.</li> <li>• <b>Governing Body</b>              The names and contact details of the Governors should be available and the basis on which they have been appointed.</li> <li>• <b>School prospectus</b>              The statutory contents of the school prospectus, as follows, (other items may be included in the prospectus at the school's discretion): the name, address and telephone number of the school and the type of school             <ul style="list-style-type: none"> <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 our affiliation to St. Andrew's Church of England, the religious education provided, parent's right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).</li> <li>- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.</li> <li>- National Curriculum assessment results for appropriate Key Stages, with National summary figures</li> <li>- The agreements for visits to the school by prospective parents</li> </ul> </li> </ul> <p>Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p> <ul style="list-style-type: none"> <li>• <b>School session times and term dates</b>              Details of school session times and dates of school terms and holidays.</li> <li>• <b>Location and contact information</b>              The address, telephone number and website for the school together with the names of key personnel.</li> </ul>
<p><b>Class 2 - What we spend and how we spend it</b></p>

## Information to be published

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.

- **Annual budget plan and financial statements**

Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.

- **Capital funding**

Details of the capital funding allocated to the school together with information on related building projects and other capital projects.

- **Additional Funding**

Income generation schemes and other sources of funding.

- **Procurement and contracts**

Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.

- **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

- **Staffing and grading structure**

- **Governors' allowances**

Details of allowances and expenses that can be claimed or incurred.

### 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**

- Government-supplied performance data
- Summary of latest Ofsted report\*
- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community

(\* the full Ofsted report should also be available.)

- **Performance management information**

Performance management policy and procedures adopted by the governing body relating to the performance management of staff and the effectiveness of appraisal procedures.

- **Staff Conduct, Discipline and Grievance procedures**

Procedures for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

- **Plan of Staffing structure**

Representation of staffing, line management and performance management structures.

- **Schools future plans**

Any major proposals for the future of the school involving, for example, consultation or a change in school status.

- **Every Child Matters / child protection**

The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

### Class 4 - How we make decisions

Decision-making processes and records of decisions.

Current and previous three years as a minimum.

- **Admissions policy / decisions**

The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.

- **Minutes of meetings of the Governing body and its sub-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

### Class 5 - Our policies and procedures

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

Current information only.

## Information to be published

**School policies** Including school policies and procedures together with other information related to the school such as :

- charging and remissions policy (school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, e.g. school publications, music, tuition, trips,
- health and safety and risk assessment (general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy,
- complaints procedure,
- staff conduct policy, discipline and grievance policies,
- pay policy,
- staffing structure implementation plan.

- **Pupil and Curriculum policies**

This will include such policies as:

- home-school agreement (statement of school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils – e.g. homework arrangements),
- curriculum (statement on following the policy for the secular curriculum subjects and religious education, and schemes of work and syllabuses currently used by the school),
- sex education (statement of policy with regard to sex and relationship education),
- special educational needs policy,
- accessibility policy,
- race equality policy,
- collective worship, (statement of arrangements for the required daily act of collective worship),
- child protection policy (statement of policy for safeguarding and promoting welfare of pupils at the school),
- pupil discipline (statement of general principles on behaviour and discipline and of measures taken by the Head teacher to prevent bullying).

- **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- **Equality and diversity**

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

- **Policies and procedures for the recruitment of staff**

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

- **Charging regimes and policies**

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

### **Class 6 - Lists and registers**

Currently maintained list and registers only.

- **Curriculum circulars and statutory instruments**

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

- **Disclosure logs**

If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

- **Asset register**

We would expect some information from capital asset registers to be available, if such registers are held.

- **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.

Current information only.

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.**

[\*\* Information available on our website]

**Our website is at [www.standrews323.herts.sch.uk](http://www.standrews323.herts.sch.uk)**

**6. 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

**Mrs R. Woodall**

**Head Teacher**

**St Andrew's VC Church of England Primary School**

**Mill Race**

**Stansted Abbots**

**Ware**

**Hertfordshire SG12 8BZ**

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:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

*or*

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**

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