

# EASTHAMPSTEAD PARK COMMUNITY SCHOOL



## PUBLICATION SCHEME POLICY

### Introduction

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this the school 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.
- 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. 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 model scheme for schools approved by the Information Commissioner.

The School Business Manager is responsible for maintaining the Publication Scheme in consultation with the Governing Body.

### Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. The classes of information that we undertake to make available are organised into broad topic areas:

- 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.
- Other information.

Further details are given in Annex A.

The information available will not generally include:

- Information, the disclosure of which is:
  - Prevented by law.
  - Exempt under the Freedom of Information Act.
  - Is 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.

## **How to request information**

You can request a copy of the information you want from the contact detailed below. If the information you are looking for is not available via the scheme and is not on our website, you can still ask if we have it. Any such request will be considered in accordance with the Freedom of Information Act.

You can contact the school by telephone, fax, e-mail or letter:

Tel: 01344 304567

Fax: 01344 867862

E-mail: [info@office.epschool.bracknell-forest.sch.uk](mailto:info@office.epschool.bracknell-forest.sch.uk)

Address: Easthampstead Park Community School, Ringmead, Bracknell, Berkshire, RG12 8FS

To help the school process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST".

Requests for information will be recorded in a disclosure log maintained by the School Business Manager.

## **Paying for information**

Single copies of information covered by this publication are provided free unless stated otherwise. 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.

## **Feedback and complaints**

The school welcomes 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 then contact the School Business Manager, Easthampstead Park Community School, Ringmead, Bracknell, Berkshire, RG12 8FS.

If you want to make a complaint then this should be addressed to the Headteacher, Easthampstead Park Community School, Ringmead, Bracknell, Berkshire, RG12 8FS.

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

Helpline: 0303 123 1113 (local rate) or 01625 545745 (national rate)

E-mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)

## Annex A – Classes of information available

<b>Who we are and what we do</b> <i>Organisational information, locations, contacts and constitutional and legal governance (current information).</i>		<b>COST</b>
Instrument of Government	The Instrument of Government that records the name and category of the school and the name and constitution of its governing body.	Free
School prospectus	School prospectus that includes: <ul style="list-style-type: none"> <li>Information about the implementation of the governing body's policy on students with special educational needs (SEN).</li> <li>A description of the policies relating to disabled students, including facilities to improve access and the accessibility plan (Equality Policy).</li> </ul>	Free
Governing Body	The names and contact details of the governors, and the basis on which they have been appointed.	Free
School session times and term dates	Details of school session times and dates of school terms and holidays.	Free
Location and contact information	The address, telephone number and website for the school together with the names of key personnel.	Free
<b>What we spend and how we spend it</b> <i>Financial information about projected and actual income and expenditure, tendering, procurement, contracts (financial information for the current and previous two financial years).</i>		
Annual budget plan and financial statements	Details of the Individual School's Budget distributed by the Local Authority and the school's annual income and expenditure returns.	Charge
Capital funding	Details of the capital funding allocated to the school together with information on related building projects and other capital projects.	Charge
Additional funding	Income generation schemes and other sources of funding.	Charge
Procurement and contracts	Details of: <ul style="list-style-type: none"> <li>Procedures used for the acquisition of goods and services.</li> <li>Contracts that have gone through a formal tendering process.</li> </ul>	Charge
Pay policy	The statement of the school's policy and procedures regarding teachers' pay.	Free
Staffing and grading structure	Details of the staffing and grading structure within the school.	Free
Governors' allowances	Details of allowances and expenses that can be claimed or incurred.	Free
<b>What our priorities are and how we are doing</b> <i>Strategy and performance information, plans, inspections, assessments and reviews (current information).</i>		
School profile	School profile that includes: <ul style="list-style-type: none"> <li>Government-supplied performance data.</li> <li>Summary of latest Ofsted report.</li> <li>Narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; students' health, safety and support; post-Ofsted action plan; and links with parents and the community</li> </ul> <p>The full Ofsted report is also available.</p>	Free apart from a charge for the full Ofsted Report
Performance management information	Appraisal policy and procedures adopted by the governing body.	Free
School's future plans	Any major proposals for the future of the school involving, for example, consultation or a change in school status.	Free
Safeguarding/Child protection	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.	Free

<b>How we make decisions</b> <i>Decision-making processes, procedures and consultations (information for the current and previous three years).</i>		
Admissions policy/decisions	The school's admission arrangements and procedures, together with information about the right of appeal – refer to Bracknell Forest Council's Admissions Policy.	Free
Minutes of meetings of the Governing Body and its sub-committees	Minutes, agendas and papers of meetings with the exception of information that is properly considered to be confidential.	Charge
<b>Our policies and procedures</b> <i>Current written protocols, policies and procedures for delivering our functions and responsibilities (current information).</i>		
School policies	Policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, pay policy, staffing. All policies are available on the school's website. Hard copies are available but are subject to a charge.	Charge for hard copies
Student, Learning and Progress policies	Policies concerned with home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education and student discipline	Free
Records management and personal data policies	Policies concerned with records management, and data protection (including data sharing).	Free
Equality and diversity	Policies, schemes, statements, procedures and guidelines relating to equal opportunities	Free
Policies and procedures for the recruitment of staff	Recruitment policy and details of current vacancies	Free
Charging regimes and policies	Details of any statutory charging regimes, including charges made for information routinely published (i.e. what costs are to be recovered, the basis on which they are made, and how they are calculated).	Free
<b>Other information</b> <i>Documents about the services we provide and information in lists and registers relating to the functions of the school (current information).</i>		
Service we offer	Information about extra-curricular activities and out of school clubs, plus school publications, leaflets, booklets, newsletters and media releases	Free
Curriculum circulars and statutory instruments	Statutory Instruments (e.g. Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum.	Charge for hard copies
Registers	Any information the school is currently legally required to hold in publicly available registers (e.g. assets register).	Charge for hard copies
Disclosure log	Disclosure log indicating the information provided in response to requests.	Free

**Reviewed and Revised:**

June 2020

**Responsibility for Implementation and Review:**

Governors' L&M Committee

**Date of Next Review:**

June 2022