



PLUMPTON SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2023 / 24

Approved by ¹	
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Date:	4/12/23
Review date ² :	

¹ The Governing Body are free to determine how to implement.

² The Governing Body are free to determine review frequency.

Freedom of Information Guide to information available from Plumpton 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. When we publish information online, find it by clicking on the links in the table. 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
<p>Class 1 - Who we are and what we do</p> <p>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).</p> <p>Head teacher’s contact details.</p> <p>Who’s who on the governing body/board of governors and selection criteria for appointment.</p> <p>Governing body’s or board of governors’ contact details.</p> <p>Instrument of Government/Articles of Association.</p> <p>School session times and term dates</p>	<p>School website or contact school office.</p> <p>School website or contact school office.</p> <p>School website or contact school office.</p> <p>School website or contact school office.</p> <p>School website or contact school office.</p> <p>School website or contact school office.</p>
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit.</p> <p>Current and previous financial year as a minimum.</p>	<p>Make a request in writing to the school office.</p>

Current information to be published	How you can obtain information
Annual budget and financial statements.	Make a request in writing to the school office.
Capital funding.	Make a request in writing to the school office.
Financial audit reports.	Make a request in writing to the school office.
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Make a request in writing to the school office.
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Make a request in writing to the school office.
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Make a request in writing to the school office.
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Make a request in writing to the school 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.	Make a request in writing to the school office.
Details of any premiums we receive such as Pupil premium.	Make a request in writing to the school office.
Class 3 – What our priorities are and how we are doing	
Our current strategies and plans, performance indicators, audits, inspections, and reviews.	Make a request in writing to the school office.
Annual Report.	Make a request in writing to the school office.

Current information to be published	How you can obtain information
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> ● Summary ● Full report ● Post-inspection action plan 	On website or available in hard copy from school office.
Exam and assessment results.	On website or available in hard copy from school office.
Performance tables	On website or available in hard copy from school office.
Our school profile and performance data supplied to the Government (GIAS)	On website or available in hard copy from school 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.	On website or available in hard copy from school office.
Class 4 – How we make decisions	
Our decision-making processes and records of decisions. 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.	On website or available in hard copy from school office.
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	Make a request in writing to the school office.

Current information to be published	How you can obtain information
<p>Class 5 – Our policies and procedures</p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>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.</p>	<p>On website or available in hard copy from school office.</p>
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.</p>	<p>On website or available in hard copy from school office.</p>
<p>Safeguarding and child protection, including protecting children’s personal data.</p>	<p>On website or available in hard copy from school office.</p>
<p>Equality and Diversity.</p>	<p>On website or available in hard copy from school office.</p>
<p>Policies and procedures relating to recruitment and human resources.</p>	<p>On website or available in hard copy from school office.</p>
<p>Special educational needs and disability.</p>	<p>On website or available in hard copy from school office.</p>
<p>Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.</p>	<p>On website or available in hard copy from school office.</p>
<p>Pay Policy</p>	<p>Available in hard copy from school office.</p>
<p>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. 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).</p>	<p>On website or available in hard copy from school office.</p>
<p>Class 6 – Lists and Registers</p> <p>Lists and registers we currently maintain (does not include the attendance register)</p>	

Current information to be published	How you can obtain information
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	From school office, request in writing
Disclosure logs i.e., information provided in response to FOIA requests	From school office, request in writing
Asset register and Information Asset register	From school office, request in writing
Any information we are currently legally required to hold in publicly available registers	From school office, request in writing
<p>Class 7 – The services we offer</p> <p>Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p>	
Extra-curricular activities	On website or available from the school office
Out of school clubs	On website or available from the school office
Services for which the school is entitled to recover a fee, together with those fees	On website or available from the school office
School publications, leaflets, books, and newsletters	On website or available from the school office
<p>Additional Information</p> <p>Any information that is not itemised in the lists above</p>	

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 @ .p per sheet (black & white)	Actual cost
	Photocopying/printing @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		