

Coatham C of E Primary School The Freedom of Information Act 2000

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Coatham C of E Primary School without further approval and will be valid until further notice.

This publication scheme commits a school 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits a school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the school 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 made 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 school 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.

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 school.

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.

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

The school 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 a school, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school 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 a school 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.

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 authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a 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 the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact Details

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, or call in at the school office.

(The school web site is currently being updated. When the update is complete the Publication Scheme will be available online)

The Publication Scheme is currently available from the school office on request.

Contact Address

Coatham C of E Primary School
Coatham Road
Redcar
TS10 1QY

Tel. 01642486291

Fax. 01642 501166

If the information you are looking for is not available via the scheme, you can still contact the school.

Information that will be published on our web site will be free, although you may incur costs from your internet provider. If you do not have internet access, you will be able to access our website using a local library or on request, in school.

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.

Classes of Information Currently Published see appendix 1

Freedom of Information

APPENDIX 1

Guide to information available from Coatham C. of E Primary School under the model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
Who's who in the school	School Prospectus is currently available as a hard copy from the school office. (secretary Mrs J Eltherington) providing information on all staff in school.
Who's who on the governing body and the basis of their appointment	Full Governing Body minutes can be accessed in the entrance on request.
Instrument of Government	Instrument of Government is a hard copy that is available from the HT.
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Summary of Constitution in the Governor's file in the entrance hall on request.
School prospectus	School Prospectus is currently available as a hard copy from the school office. (secretary Mrs J Eltherington)
Annual Report	Now the School Profile available from web site if you google

	<p>'school profile' click on school profile, then log on using User name – sue.radcliffe@coatham.rac.sch.uk Password – gala3005</p>
Staffing structure	Governors Curriculum meeting minutes currently available from the HT
School session times and term dates	Information in the school prospectus, available from the office on request.
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	
Annual budget plan and financial statements	Details relating to the budget on request from the office, electronically as well as hard copy (secretary Mrs J Eltherington)
Capitalised funding	Details of the capital funding with information relating to projects in minutes from the Premises committee held in the HT office. Available on request.
Additional funding	Information on all additional funding in the budget file held in the office.
Procurement and projects	The information is available on request from the HT and/or the schools buildings manager Mr D Ashwell. Contact number from the school office
Pay policy	Policy file held in the school office.
Staffing and grading structure	Is available as part of the school budget plan. Budget file in the office.
Governors' allowances	Available from the office

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>School Profile available from web site if you google ‘school profile’ click on school profile, then log on using User name – sue.radcliffe@coatham.rac.sch.uk Password – gala3005 Other information relating to schools planned or actual performance is available from the HT on request e.g. OFSTED report</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>All policies available from the policy file from the school office.</p>
<p>Schools future plans</p>	<p>School development plan displayed in the staff room. Hard copies available on request.</p>
<p>Every Child Matters – policies and procedures</p>	<p>All policies available from the policy file from the school office.</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	

Admissions policy/decisions (not individual admission decisions)	The school's admission arrangements can be viewed within the school prospectus as well as the school policy. The Local authority policy can be accessed online from the Redcar and Cleveland web site.
Agendas of meetings of the governing body and (if held) its sub-committees	Available on request from the office or from the HT.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	All policies currently available on request from the HT
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education 	

<ul style="list-style-type: none"> • Pupil discipline 	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Where information is retained for longer periods it is stored in the secure cupboard. It can be viewed on request from the school secretary.</p> <p>Details of current vacancies are available from the council's web site.</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. 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.</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
Curriculum circulars and statutory instruments	
Disclosure logs	
Asset register	
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Extra-curricular activities</p>	<p>Information is available by phoning or visiting the school office, from school letters and leaflets and notices around the school.</p>
<p>Out of school clubs</p>	<p>Information is available by phoning or visiting the school office, from school letters and leaflets and notices around the school.</p>
<p>School publications</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Information is available by phoning or visiting the school office, from school letters and leaflets and notices around the school.</p>
<p>Leaflets books and newsletters</p>	<p>Available in the school entrance.</p>
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	