



Freedom of Information Publication Scheme

Sebert Wood CP School

January 2023

Version History

V23.1	January 2023	Updated to reflect the ICO model publication scheme version 4.0
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Freedom of Information Publication Scheme

Date of Last Review: Spring 2023

Class 1 – Who we are and what we do Organisational information, structures, locations and contacts	
Information to be published	Location
Instrument of Government or Articles of Association	Hard copy available – contact the School office
School Prospectus	Visit our school website -Our School https://sebertwoodschool.co.uk
An outline of the school curriculum	Visit our school website https://sebertwoodschool.co.uk Teaching and Learning
Governing Body Overview The names of the governors, the basis on which they have been appointed and details of how to contact them via the school.	Visit our school website -Our School – Governors https://sebertwoodschool.co.uk
Information About & Duties of the Governors Publish information on your Governing Body in accordance with the relevant statutory guidance.	Visit our school website-Our School – Governors https://sebertwoodschool.co.uk
Gender Pay Gap Reporting Publish this data annually if you have a headcount of 250 staff or more. See the Government’s guidance to find out what information you need to publish.	N/A
School Session Times	Visit our school website – Parents – Our School Day https://sebertwoodschool.co.uk
School Term Dates Publish details of school term and holiday dates.	Visit our school website– Parents –Term Dates https://sebertwoodschool.co.uk
Location and Contact Information Provide the address, telephone number, email address and website address for the school, together with the names of key personnel. Also provide the names and positions of all staff, how they may be contacted via the school.	Visit our school website– Contact Us https://sebertwoodschool.co.uk Staffing structure – Hard copy School Office

Class 2 – What We Spend and How We Spend It

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit

Information to be published	Location
Make available the financial information for the current and previous two financial years	
Annual Budget Plan and Financial Statements Provide details of the sources of funding and income you receive by a local authority, directly by central government or from elsewhere, including the private sector. Plus, the annual budget plan and your annual income and expenditure returns.	Hard copy available – contact the School Office
Expenditures Provide details of items of expenditure over £5,000, including costs, supplier and transaction information. Publish this at least annually or, if practical for you to do so, on a quarterly or 6 monthly interval.	Hard copy available – contact the School Office
Capital Funding Provide information on major plans for capital expenditure, details of the capital funding allocated to you together with information on relevant building projects and other capital projects. Include any private finance initiative and public/private partnership contracts.	Hard copy available – contact the School Office
Financial Audit Reports	Hard copy available – contact the School Office
Governors' Allowances	Hard copy available – contact the School Office
Procurement & Contracts Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.	Hard copy available – contact the School Office
Staff Allowances & Expenses Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with your policies, practices and procedures. As a minimum, include travel, subsistence and accommodation.	Hard copy available – contact the School Office

Staff Pay & Grading Structures You can provide this as part of your organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.	Hard copy available – contact the School Office
Premiums or Other Forms of Financial Support Available Provide details of any pupil premium funding (or sports premium grant) you receive and how you spend it. See DfE guidance for details of what information should be published.	Visit our school website -Key Information https://sebertwoodschoo.co.uk Pupil Premium. Hard copy available
Trade Union Facility Time Reporting Read the government guidance on reporting trade union facility time to find out what information you need to publish. You need to publish this information once a year.	Where applicable data will be reported by end July annually via this link. Report trade union facility time data - GOV.UK (www.gov.uk)

Class 3 – What Our Priorities Are & How We Are Doing

Strategies and plans, performance indicators, audits, inspections and reviews

Information to be published

Location

As a minimum, information in this class should be current information only.

Include details of any other reports or recorded information showing your planned or actual performance. If the information is readily and publicly available via an external website, you can provide a direct link to that.

Performance Data Supplied to the Government

Visit our school website – Key Information
<https://sebertwoodschool.co.uk> Performance Data
 and find-school-performance-data.service.gov.uk

Latest Ofsted Report

Visit our school website – Key Information
<https://sebertwoodschool.co.uk> Ofsted and
<https://reports.ofsted.gov.uk/provider/21/124682>

Performance Management Information

The Performance Management policy and procedures adopted by your Trust Board / Governing Body.

Hard copy available – contact the School Office

Future Plans

Any major proposals on future plans involving, for example, a consultation on a change in school status. This could be in the form of the School Development Plan (full or short version).

Hard copy available – contact the School Office
 No current plans to change status in place

Performance Tables

Include a link to your performance tables page.

Visit our school website- Key Information
<https://sebertwoodschool.co.uk> Performance Data
 and find-school-performance-data.service.gov.uk

Data Protection Impact Assessments or any other Impact Assessments (e.g. health & safety impact assessment, equality impact assessment)
 These could be published in full or in summary.

Hard copy available contact the School Office

Class 4 – How We Make Decisions

Decision Making Processes and Records of Decisions

Information to be published	Location
Make information in this class available for at least the current and previous 3 years.	
<p>Admissions Policy & Decisions</p> <p>Provide details about your admission arrangements and procedures, together with information about the right of appeal. You do not have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful.</p> <p>If you are not your own admissions authority, provide an appropriate link to the local authority.</p>	<p>Visit our school website – Key Information https://sebertwoodschoo.co.uk - Admissions Hard copy available</p>
<p>Minutes of Meetings of the Governing Body and its Committees</p> <p>Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.</p>	<p>Hard copies available – contact the school office</p>

Class 5 – Our Policies & Procedures

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

Information to be published	Location
Information in this class to be current only.	
School Policies & Other Documents Include policies such as behaviour, anti-bullying, eSafety, special educational needs policies. As a minimum, include policies, procedures and documents that you are required to have by statute, your funding agreement or equivalent. Include policies that the DfE recommend. Include policies and procedures for handling requests for information and operating the publication scheme.	Visit our school website – Key Information https://sebertwoodschoo.co.uk Policies For any Policies not listed on the website please contact the School Office for a hard copy.
Data Protection Policies Include data protection policies, such as the Data Protection policy, Records Management policy, Retention Schedule, CCTV policy and Subject Access Request policy.	Visit our school website – Key Information https://sebertwoodschoo.co.uk Policies For any Policies not listed on the website please contact the School Office for a hard copy.
Equality & Diversity Include policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty.	Visit our school website – Key Information https://sebertwoodschoo.co.uk Policies
Safeguarding & Child Protection The policies and procedures you put in place to ensure that you exercise your functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation an any guidance issued by the Secretary of State.	Visit our school website – Key Information https://sebertwoodschoo.co.uk Policies
Pay Policy The statement of the Pay policy and procedures regarding teachers' pay.	Hard copy available – contact the School Office
Health & Safety Policy	Visit our school website – Key Information https://sebertwoodschoo.co.uk Policies

Careers Programme Information	N/A
Complaints Procedures, including for dealing with parental complaints	Visit our school website – Key Information https://sebertwoodschoo.co.uk Policies Hard copy available – contact the School Office
Charging Regimes and Policies Provide details of any statutory charging regimes, including charging for school activities. Include charging policies about charges made for information routinely published. Clearly state what costs you are recovering, the basis on which you make them and how they are calculated.	Visit our school website – Key Information https://sebertwoodschoo.co.uk

Class 6 – Lists & Registers

Information to be published	Location
Information to be in currently maintained lists and registers only	
Curriculum Circulars & Statutory Instruments Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the Headteacher or Trust Board/Governing Body concerning the curriculum.	Hard copy available – contact the School Office
CCTV Details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf. Schools should decide on the level of detail that is appropriate. If you have a CCTV policy, then it would be appropriate to publish this.	N/A
Disclosure Log If you produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice.	Hard copy available – contact the School Office
Asset Register Make available some information from capital asset registers, if you hold such registers.	Hard copy available – contact the School Office
Any information that you are legally required to hold in publicly available registers	Hard copy available – contact the School Office

Class 7 – The Services We Offer

Information about the services the school provides, including leaflets, guidance and newsletters.

Information to be published

Location

Generally, this is an extension of the first class of information and may also relate to information covered in other classes. The following are examples that you could publish. This list is not designed to be exhaustive.

Extra-curricular Activities

Visit our school website – Parents
<https://sebertwoodschoo.co.uk> School Clubs
Hard copy available – contact the School Office

Out of School Clubs

Visit our school website – Parents
<https://sebertwoodschoo.co.uk> Breakfast and After
School Clubs (term-time only)
Hard copy available – contact the School Office

School Publications, leaflets, booklets and newsletters

Visit our school website – Parents
<https://sebertwoodschoo.co.uk> Pupil Transition,
Parent/Carer Weekly Update/Newsletters
Hard copy available – contact the School Office

Services for which the school is entitled to recover a fee, together with those fees

Visit our school website – Parents
<https://sebertwoodschoo.co.uk> School lunches &
healthy eating

Letters to Parents/Carers

Visit our school website – Parents
<https://sebertwoodschoo.co.uk>
Hard copies available – contact the School Office

Class 8 – Schedule of Charges

Information to be published

Disbursement Cost	Photocopying/printing @ 1p per sheet (black & white)	1 per sheet (b&w)
	Photocopying/printing @ 4p per sheet (colour)	4p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	We will comply in accordance with the Freedom of Information Act, in particular section 12.	In accordance with the relevant legislation