

Stepney Primary School



A Small School With Great Expectations

Publication Scheme 2009
(Freedom of Information Act 2000)
March 2009 Update

At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff

Stepney Primary School Publication Scheme

Stepney Primary School Publication Scheme of information available under the Freedom of Information Act 2000

This publication scheme has been taken from a model publication scheme which has been prepared and approved by the Information Commissioner. The governing body is responsible for maintenance of this scheme, which was approved in Autumn 2010 for another 3 years.

This publication scheme commits Stepney Primary 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.

The scheme commits Stepney Primary 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 authority 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 authority 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

1. Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2. What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3. What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

4. How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

6. Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

7. 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

Stepney Primary 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 Stepney Primary 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, a public authority 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 an authority 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 school 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.

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p 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)

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.

A copy of this scheme is available on our website at www.stepneyprimaryschool.co.uk or in hard copy from the school office.

March 2009

Guide to information available from Stepney School under the publication scheme

Information routinely published by Stepney Primary School Where website is indicated go to www.stepneyprimaryschool.co.uk otherwise all publications can be obtained from the Administration Office at either no cost or, where there is a cost, a charge of 10p per A4 sheet will be made.	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy via Parents Handbook & Staff Handbook
Who's who in the school	Hard copy via Parents Handbook & Staff Handbook
Who's who on the governing body and the basis of their appointment	Hard copy
Governing Body Decision Planner	Hard copy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy
School prospectus	Hard copy
Annual Report	www.schoolprofile.teachernet.gov.uk/
Staffing structure	Hard copy
School session times and term dates	Website
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) Current and previous financial year as a minimum	Hard copy
Section 52 and Section 52 Outturn annual budget and financial statements	Hard copy and www.hullcc.gov.uk website
Capitalised funding (see also S52 Outturn)	Hard copy and www.hullcc.gov.uk website
Additional funding	Hard copy
Procurement and projects	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
Governors' allowances	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits,	Hard copy

inspections and reviews) Current information as a minimum	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy - contact school Administration Officer and website; DCSF website www.dcsf.gov.uk
Performance management policy and procedures adopted by the governing body	Hard copy
Schools future plans	BSF or Unavailable???
Every Child Matters – policies and procedures	Available at www.ecm.gov.uk
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy or website
Admissions policy/decisions (not individual admission decisions)	Hard copy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy
Minutes of meetings (as above) – please note this will exclude information that is properly regarded as private to the meetings.	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy & website
School policies including: <ul style="list-style-type: none"> • Charges for activities • Health and Safety • Access Plan • Finance • Pay • CPD & PM • Medication in School • New staff Induction • Complaints procedure • Discipline and grievance policies • Staffing structure implementation plan • Personal Information Handling Policy • Freedom of Information Policy • Equality and diversity (including equal opportunities) • Staff recruitment policies • Staff Conduct Policy • Allegations of abuse against staff • Central Record of recruitment & vetting checks • Instrument of Government 	Hard copy & website or in preparation

required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	
Data Controllers Register (Information Commissioners Office)	www.ico.gov.uk
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Hard copy & Website
Out of school clubs	Hard copy & Website
School publications	Hard copy & Website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
Leaflets books and newsletters	Hard copy & Website

Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at www.stepneyprimaryschool.co.uk

Email: admin@stepney.hull.sch.uk

Tel: 01482 343690

Fax: 01482 348681

Contact Address: Stepney Primary School, Beverley Road, Hull, HU5 1JJ

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 and isn’t on our website, you can still contact the school to ask if we have it.

Note: The model publication scheme that this document has been based on has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.