



SPRINGWOOD PRIMARY SCHOOL

PUBLICATION SCHEME

Executive Head Teacher: Mrs. Jacqui Wennington

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Freedom of Information Publication Scheme

Purpose

The purpose of this document is to set out the various categories of information that schools routinely publishes and makes available.

Scope

This document fulfils the requirements set out by the Information Commissioner's Office (ICO) with regard to the minimum content of school publication schemes.

1. Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all schools, should be clear and proactive about the information they will make public. Our school is a public authority for the purposes of FOIA and as such is required to adopt the model publication scheme for schools approved by the ICO. The School is committed to ensuring that it provides access to information in accordance with its obligations under the FOIA, associated regulations and professional guidelines. The School will use all appropriate and necessary means at its disposal to comply with the legislation and associated guidance.

2. What is in the Publication Scheme

The model scheme requires the School, as a public authority, to “produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public”.

The Publication Scheme therefore sets out:

- the classes of information which we publish or intend to publish;
- the manner in which the information will be published; and
- whether the information is available free of charge or on payment.

The ICO expects the School to make the information detailed in this document available within the Publication Scheme unless:

- We do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute.
- The information is readily and publicly available from an external website; such

information may have been provided by the School or on its behalf. If that is the case we will provide a direct link to the information.

- The information is archived, out of date, or otherwise inaccessible.
- It would be impractical or resource intensive to prepare the material for routine release.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is either available for you on our website [Springwood Primary School](#) to download and print off or available in paper form from the school on request.

Some information that 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.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats. These costs will be determined at the time of request in accordance to current reprographic costs.

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at [Springwood Primary School](#)
Email: Springwood@thelinkeducationtrust.co.uk
Telephone: 01617780022 opt1

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. You can do this by making a Freedom of Information request or Subject Access Request (if you require your personal data) to the School

4. Review and Revision

This scheme will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. Publication scheme review will be undertaken by the School Business Manager and or Local Authority

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 5. 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.

Charges may be made for actual disbursements incurred such as:

- Repetitive requests
- Vexatious Requests
- If the request is manifestly unfounded or excessive

6. Classes of Information Currently Published

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) (This will be current information only)	Website Springwood Primary School	
Instrument of Government The instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. School prospectus and curriculum The statutory contents of the school prospectus, as follows: - Information about the implementation of the governing body's policy on pupils with special educational needs (SEN). - A description of the policies relating to disabled pupils, including facilities to improve access Once the prospectus has been published and made available to parents, access to it should be available to anyone. Governing Board The names and contact details of the governors should be available and the basis on which they have been appointed.	Website Springwood Primary School Home The Link Education Trust Website Springwood Primary School Home The Link Education Trust	

<p>School session times and term dates Details of school session times and dates of school terms and holidays.</p> <p>Location and contact information The address, telephone number and website for the school together with the names of key personnel.</p>	<p>Website Springwood Primary School</p> <p>Website Springwood Primary School</p>	
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts, financial audit, presentation of other income and expenditure & Sport Premium funding and schools must publish a strategy for the school's use of pupil premium. Current and previous two financial years as a minimum.</p>	<p>Website Springwood Primary School Home The Link Education Trust</p>	
<p>Annual budget plan and financial statements Details of the Individual Schools Budget distributed by The LINK Education Trust or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.</p> <p>Capital Funding Details of the capital funding allocated to the school together with information on related building projects and other capital projects, and details of any private finance initiatives and public – private partnership contracts.</p> <p>Additional Funding Income generation schemes and other sources of funding.</p> <p>Procurement and Contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. Or, information relating to / a link to information held by an organisation which has compiled information on the school's behalf (e.g. local authority or diocese)</p> <p>Pay Policy</p>	<p>Hard Copy from LINK Education Trust / School Springwood Primary School</p> <p>Hard Copy from LINK Education Trust / School</p> <p>Hard Copy from LINK Education Trust / School</p> <p>Hard Copy from LINK Education Trust / School</p> <p>Hard Copy from LINK</p>	<p>TBC</p> <p>TBC</p> <p>TBC</p> <p>TBC</p> <p>TBC</p>

<p>The statement of the school's policy and procedures regarding teacher's pay.</p> <ul style="list-style-type: none"> • Staffing and grading structure • Governor's allowances <p>Details of allowances and expenses that can be claimed or incurred.</p>	Education Trust / School	
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews.</p>	Website Springwood Primary School	
<p>Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included.</p> <ul style="list-style-type: none"> • School profile <ul style="list-style-type: none"> - Government-supplied performance data - Full Copy of Ofsted report or a link to the report on the OFSTED website - The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community - Key Stage 2 results • Performance management information <p>Performance management policy and procedures adopted by the governing body.</p> • Schools future plans <p>Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p> • Every Child Matters / Child Protection <p>The contribution of the school to the five Every Child Matters outcomes. 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.</p> 	<p>Website Springwood Primary School</p> <p>Hard Copy from School</p> <p>Hard Copy from School</p> <p>Website Springwood Primary School</p>	<p>TBC</p> <p>TBC</p>
<p>Class 4 – How we make decisions</p> <p>Decision-making processes and records of decisions. Current and previous three years</p>	Hard copy from school	TBC

as a minimum.		
• Admissions policy/decisions Admissions to Springwood Primary School are controlled by Salford Local Authority. We are unable to accept direct requests for placements from parents or carers or other local authorities. Pupils who attend Springwood Primary have an Education, Health and Care Plan which outlines the area of need and what provision and resources are needed to support the pupil. In rare cases, a child may be admitted on an assessment placement to determine what the pupils' needs are and whether their needs can be met at Springwood.	Salford Local Authority	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	Website/ Hard Copies from School Springwood Primary School	TBC
Policies <ul style="list-style-type: none"> • Statutory policies • Pupil and Curriculum policies • Records management and personal data policies • Equality and diversity • Policies and procedures for the recruitment of staff • Charging regimes and policies 	Website/ Hard copies from School Springwood Primary School	TBC
Class 6 – Lists and registers Currently maintained list and registers only.	Hard copy from school	TBC
Curriculum circulars and statutory instruments Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Board concerning the curriculum.		
Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Internal Database	TBC
Asset register We would expect some information from capital asset registers to be available, if such registers are held.	Internal Web database	TBC

Any information the school is currently legally required to hold in publicly available registers		
The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only	Website Springwood Primary School	
Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: <ul style="list-style-type: none"> • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees • Leaflets, booklets and newsletters. 	Springwood Primary School	

7. Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any amendments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Executive Head Teacher.

If you are not satisfied with the assistance 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 the following address:

Information Commissioner Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
OR
Enquiry/Information Line: 01625 545 700
Email: publications@ic-foi.demon.co.uk
Website: www.ico.gov.uk