



## **Wharton CE Primary School**

Greville Drive, Winsford, Cheshire, CW7 3EP

## **Publication Scheme**

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, with effect from 1 January 2009.

The model commits 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'.

A school will breach the FOIA if it has not adopted the model scheme or is not publishing a publication scheme.

Information to be published.	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only</p>	<p>Website</p>	
<p>Who's who in the school</p>	<p>Website</p>	
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Website</p>	
<p>Instrument of Government / Articles of Association</p>	<p>Website</p>	

Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
School prospectus (if any)	Website	
Annual Report (if any)	Website	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(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>	<p>Contact Headteacher</p>	
<p>Annual budget plan and financial statements</p>	<p>Contact Headteacher</p>	
<p>Capital funding</p>	<p>Contact Headteacher</p>	
<p>Financial audit reports</p>	<p>Contact Headteacher</p>	
<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>Contact Headteacher</p>	
<p>Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).</p>	<p>Contact Headteacher</p>	

Pay policy	Contact Headteacher	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Contact Headteacher	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Contact Headteacher	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Contact Headteacher	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	Website	

<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Website</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Contact Headteacher</p>	
<p>Performance data or a direct link to it</p>	<p>Contact Headteacher</p>	
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Contact Headteacher</p>	

Safeguarding and child protection	Website	
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Contact Headteacher	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Contact Headteacher	
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>	Website	

<p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Website</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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p>Website</p>	



<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Contact Headteacher</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Contact Headteacher</p>	
<p>Disclosure logs</p>	<p>Contact Headteacher</p>	
<p>Asset register</p>	<p>Contact Headteacher</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Contact Headteacher</p>	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Website</p>	

Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Website	

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