

St Anne's CE (Aided) Primary School



**Freedom of Information Act 2000  
Publication Scheme**

**June 2019**

This scheme commits us to make information available for the public as part of our normal business activities. The scheme will be reviewed on a periodic basis. Reproducing material supplied under this scheme without our express permission may be an infringement of copyright.

The information is covered by the classes of information set out below:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our Policies and procedures
- Lists and Registers
- The services we offer

These classes will not generally include:

- Information we do not hold
- Information exempt from publication/access by law
- Personal data
- Information already readily available
- Information out of date/inaccessible, eg, in archive etc
- Information that exceeds the appropriate cost/time limits under FOI

The information may be made available in various ways:

- Via the website
- Hard copies of information
- Electronic copies of information
- Viewing in person
- Being advised how to access the information

Charges for information will be kept to a minimum and in accordance with legislative codes and best practice. Payment may be required prior to the release of the information.

Charges may be made to cover costs eg, photocopying, postage and packaging etc.

Information not published under this scheme may be requested in writing and the provision will be considered in accordance with FOI.

Requests can be made to Mrs Sue Holt.

If you are not satisfied with our response to a request for information you may make a complaint to Mr Steve Burston (Chair of Governors).

After going through our information complaint procedures you are still not satisfied then the Freedom of Information Act 2000 makes provision for you to complain directly to the Information Commissioner's Office:

Wycliffe House,  
Water Lane  
Wilmslow  
Cheshire

## **The Scheme**

### Who we are and what we do

Organisational information, structures, locations and contacts

- Instrument of Government / Articles of Association
- School prospectus and curriculum
- Governing Body
- School session times and term dates
- Location and contact information

### What we spend and how we spend it

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

- Annual budget plan and financial statements
- Capital funding
- Financial audit reports
- Procurement and contracts
- Pay policy
- Staff allowances and expenses
- Staff pay and grading structures
- Governors' allowances

### What our priorities are and how we are doing

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

- Performance data supplied to the government
- Latest Ofsted report
- Performance management information
- The school's future plans
- Safeguarding and child protection

### How we make decisions

Decision-making processes and records of decisions.

- Admissions policy / decisions
- Minutes of meetings of the governing body and its committees

### Our policies and procedures

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

- School policies and other documents
- Records management and personal data policies

- Equality and diversity
- Policies and procedures for the recruitment of staff
- Charging regimes and policies

#### Lists and Registers

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- 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.