



**Ashton Keynes C of E Primary School**

# **FREEDOM of INFORMATION**

**Date: March 2016**

**Review Date: Spring 2018**

**Approved at Staffing Policies & Communications Committee 02.03.16**

## **This is Ashton Keynes C of E Primary School Publication Scheme on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

### **1. Introduction: what a publication scheme is and why it has been developed**

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 maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting 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 scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off, via email or available in paper form.

Some information which 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.

### **2. Aims and Objectives**

#### **Our vision:**

To enable all children to reach their full potential. To provide academic excellence and skills for life which prepare children for modern Britain. We will instil a love of learning in a happy, stimulating environment which inspires challenge, and independence; where children feel secure to take risks and learn from their rich experiences. Their journey through school will be underpinned by Christian values whilst being inclusive of all. Our school will be a place that the whole community is proud of



#### **Our ethos:**

At AKPS, we value team work and it is a place where our pupils:

SIAMs Outstanding (2012)

**Our values:**

Our worship council working with the Reverend Shirley has defined our core Christian values:

'We persevere, we are creative, we trust one another and we are friendly.'

**Equal opportunities will be extended to all children regardless of race, gender and ability. Adaptations will be made where appropriate.**

### 3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into seven classes:

- Class 1*      *Who we are and what we do* - organisational information, structures, locations and contacts.
- 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.
- Class 3*      *What our priorities are and how we are doing* - strategies, performance indicators, audits, inspections and reviews
- Class 4*      *How we make decisions* – decision making process and records of decisions.
- Class 5*      *Our policies and procedures* - current written protocols, policies and procedures for delivering our services and responsibilities
- Class 6*      *Lists and Registers* - currently maintained lists and registers only
- Class 7*      *The services we offer* - Information about the services we offer, including leaflets, guidance and newsletters produced for the public.

### 4. 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, fax or letter. Contact details are set out below, or you can visit our website at [www.akps.org.uk](http://www.akps.org.uk)

Email: [office@ashtonkeynes.wilts.sch.uk](mailto:office@ashtonkeynes.wilts.sch.uk)

Tel/Fax: **01285 861436**

Contact Address: Gosditch, Ashton Keynes, Wiltshire, SN6 6NZ

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.

### 5. Paying for information

Information published on our website or sent via email 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 normally provided free. 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 DVDs we will let you know the cost before fulfilling your request.