



**Ashton Keynes C of E Primary School**

# **FREEDOM of INFORMATION**

**Date: June 2023**

**Review: June 2025**

## **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 were 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.

## Freedom of Information

### Guide to information available from Ashton Keynes C of E Primary (VC) School under the model publication scheme

KEY:            WS = Website            EM = Email            HC = Hard Copy

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who’s who in the school	WS	
Who’s who on the governing body / board of governors and the basis of their appointment	WS	

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Instrument of Government / Articles of Association	HC/EM	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	WS	
School prospectus (if any) - <i>the school does not publish a prospectus however there is a wide range of information about the school available on the school website</i>	WS	
Annual Report (if any) - <i>the school does not publish an annual report however there is a wide range of information about the school available on the school website</i>	WS	
Staffing structure	HC/EM	
School session times and term dates	WS	

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Address of school and contact details, including email address.	WS	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual budget plan and financial statements	HC/EM	
Capital funding	HC/EM	
Financial audit reports	HC/EM	
Details of expenditure items over £2000 – published at least annually	HC/EM	

Template guide to information for schools

Version 3

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but at a more frequent quarterly or six-monthly interval where practical.		
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).	HC/EM	
Pay policy	HC/EM	
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.	HC/EM	
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.	HC/EM	



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Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	HC/EM	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any) - there is no longer a requirement for us to publish a profile, however there is a wide range of information about the school available on the school website</p> <p>And in all cases:</p>	WS	

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<ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• The latest Ofsted             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul> <p>The latest SIAS report</p>	<p>WS</p> <p>WS</p> <p>HC/EM</p> <p>WS</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>HC/EM</p>	
<p>Performance data or a direct link to it</p>	<p>WS</p>	

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The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	HC/EM	
Safeguarding and child protection	WS	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	WS (link to Admissions policy) HC/EM (Admissions decisions)	
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).	WS (FGB) HC/EM (Other agendas & mins)	

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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. 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 English government. These will include policies and procedures for handling information requests.</p>	HC/EM	
<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>	HC/EM	
Charging regimes and policies.	HC/EM	

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<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><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>		

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Disclosure logs		
Asset register	Available for inspection	
Any information the school is currently legally required to hold in publicly available registers	HC/EM - some info may only be available for inspection	
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	WS	
Out of school clubs	WS	

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Services for which the school is entitled to recover a fee, together with those fees	HC/EM	
School publications, leaflets, books and newsletters	HC/EM - some info may only be available for inspection	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		



Information Commissioner's Office

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## SCHEDULE OF CHARGES

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing A4 (b&w) @ ..p per sheet A3 (b&w) @ ..p per sheet	Actual cost *
	Photocopying/printing A4 (colour) @ ..p per sheet A3 (colour) @ ..p per sheet.	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Any other charges which we would let you know about before fulfilling request	Actual Cost

\* the actual cost incurred by the school

### 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to The Clerk to the Governors c/o Ashton Keynes School, Gosditch, SN6 6NZ.

If you are not satisfied with the assistance that 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:

***Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***

*or*

**Helpline: 01625 545 745 or 0303 123 1113**

**Website : [www.ico.gov.uk](http://www.ico.gov.uk)**

**Email: [casework.ico.org.uk](mailto:casework.ico.org.uk)**