

**This is Bayford Church of England (VC) Primary School's Publication Scheme
on information available under the Freedom of Information Act 2000**

The Governing Body is responsible for the 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 have produced this 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 the information in our publication scheme is available for you either on our website to download or 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

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child;
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

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, fax or letter. Contact details are set out below.

Email: admin@bayford.herts.sch.uk

Tel: 01992 511 259

Fax: 01992 511 633

Address: Bayford C of E Primary School,
Ashdene Road,
Bayford,
Near Hertford,
Hertfordshire
SG13 8PX

To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**' (in CAPITALS please).

If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.

4) Paying for Information

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, we will let you know the cost before filling your request. Where there is a charge this will be indicated by a £ sign in the description box.

5) Classes of information currently published

The following pages list the information covered by the scheme, indicating whether the information is available free of charge or on payment of a fee, and whether the information is published on our website or must be requested from the school. We endeavour to make as much information as possible available online and free of charge.

| Who we are and what we do | | | |
|--|---|--------------------------------------|---------------|
| Organisational information, structures, locations and contacts | | | |
| Information | Description of the information | Where to find the information | Charge |
| 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. | Hard copy from the school office | Free |
| School prospectus | Information about school's location, history, ethos, current organisation, admissions, curriculum, policies and statutory information on the implementation of the governing body's policy on pupils with special educational needs (SEN), along with a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan. | www.bayford.herts.sch.uk | Free |
| Governing body | A list of current school governors and the basis on which they have been appointed. Contact details for the governors are available on request from the school office. | www.bayford.herts.sch.uk | Free |
| School session times and term dates | | www.bayford.herts.sch.uk | Free |
| Location and contact information | The address, telephone number and website for the school together with the names of key personnel. | www.bayford.herts.sch.uk | Free |
| The services we offer | Information about the services the school provides including leaflets, guidance and newsletters, extra-curricular activities, and clubs. | www.bayford.herts.sch.uk | Free |
| Assets | Information about the school's capital assets and inventory. | Hard copy from the school office | Free |

| What we spend and how we spend it | | | |
|--|--|--------------------------------------|---------------|
| Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. | | | |
| Information | Description of the information | Where to find the information | Charge |
| Annual financial statement | The last financial year's income and expenditure in summary. | www.bayford.herts.sch.uk | Free |
| | Historic information for previous years is also available. | Hard copy from the school office | Free |

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|--|--|----------------------------------|------|
| Capital funding, procurement and contracts etc. | For example: details of procedures used for the acquisition of goods and services; details of contracts that have gone through a formal tendering process. | Hard copy from the school office | Free |
| Pay policy | The statement of the school's policy and procedures regarding teachers' pay. | Hard copy from the school office | Free |
| Governor's allowances | Details of the expenses or allowances which governors may claim. | Hard copy from the school office | Free |

What our priorities are and how we are doing

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

| Information | Description of the information | Where to find the information | Charge |
|---|--|--|-----------------|
| School future plans | Any major proposals for the school, with details of any consultation process, will be published on the school website. | www.bayford.herts.sch.uk | Free |
| Inspection reports | The most recent OFSTED, HMI and Church inspection reports etc. Historic reports are also available either from the inspecting authorities or from the school. | www.bayford.herts.sch.uk Hard copy from the school office | Free (£) |
| Performance management information | Performance management policy and procedures adopted by the governing body. | Hard copy from the school office | Free |

How we make decisions

Decision-making processes and records of decisions

| Information | Description of the information | Where to find the information | Charge |
|---|---|--------------------------------------|---|
| Admissions policy | The school's admission arrangements and procedures, together with information about the right of appeal. | www.bayford.herts.sch.uk | Free |
| Minutes of the meetings of the governing body and its sub-committees | Minutes, agendas and papers considered at such meetings are available as soon as practicable, with the exception of information that is properly considered to be confidential to the meeting | Hard copy from the school office | Free (£ if a large quantity requested) |

| Our policies and procedures | | | |
|---|--|--------------------------------------|---|
| Current written protocols, policies and procedures for delivering our services and responsibilities | | | |
| Information | Description of the information | Where to find the information | Charge |
| Pupil and curriculum policies | Including: Governors' Behaviour Principles Behaviour Policy Anti-bullying Policy Inclusion Policy E-safety Policy Safeguarding (Child Protection) Policy & Statement Attendance Policy Uniform Policy Homework Policy Marking Policy Reading Vision Statement Adverse Weather Statement British Values Statement | www.bayford.herts.sch.uk | Free |
| | Curriculum policies relating to specific subjects or topics. | Hard copy from the school office | Free |
| General school policies | Including: Health and Safety Policy Complaints Policy Charging and Remissions Policy Freedom of Information Scheme Pupil Premium Statements | www.bayford.herts.sch.uk | Free |
| | School Emergency Response Plan Pay Policy Staffing Structure Premises Management Policy Lettings Policy Control of Assets Policy Debt Recovery Policy Private Fund Account Policy Schedule of Financial Delegation Schools Financial Value Standard Annual Returns | Hard copy from the school office | Free (£ if a large quantity requested) |
| Curriculum circulars and Statutory Instruments | Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum. | Hard copy from the school office | Free |

6) Feedback and Complaints

We welcome any comments or suggestions you may have about this 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 Mr. J. Preston, Headteacher, c/o Bayford School.

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,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire.
SK9 5AF

Enquiry/Information line: 01625 545700

E mail: publications@ic-foi.demon.co.uk

Website: www.ico.gov.uk

7) Arrangements for monitoring and evaluation

- The Resources Committee will monitor the impact of this Scheme regularly by reviewing any feedback, comments or complaints received and information on any requests made to the school under the terms of the scheme.
- The school will maintain a Disclosure Log to record information provided in response to requests.
- The Committee will also review arrangements for publication of information on the school website in order to make as much information available there as possible.
- The conclusions of the monitoring process will be reported to the full governing body in connection with the scheduled review of this policy.

8) Date agreed by governing body: 19th October 2015

9) Date for review: Annually in the autumn term.