



Norley CE Primary School Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

Introduction: What a publication scheme is and why it has been developed

This publication scheme commits Norley CE Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Norley CE Primary School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Norley CE Primary School to:

- a) Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- b) Specify the information which is held by the school and falls within the classifications below.
- c) Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d) Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- e) Review and update on a regular basis the information the school makes available under this scheme.
- f) Produce a schedule of any fees charged for access to information which is made proactively available.
- g) Make this publication scheme available to the public.

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, 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.

Classes of Information

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

- 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

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.

- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on the website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information
- any translation costs

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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, or letter.

Contact details are set out below, or you can visit our website at <http://www.norleyce.cheshire.sch.uk>

Email: admin@norleyce.cheshire.sch.uk

Tel: 01928 788471

Contact Address: Norley CE Primary School, Hough Lane, Norley, Cheshire, WA6 8JZ

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

Information held by the school that is not published under this scheme can be requested in writing, addressed to the Data Protection Officer, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information to be published	How the info can be obtained	Cost
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
School Staff and structure	Hard copy (FOI)	P&P
Who's who on the governing body and the basis of their appointment	Website	None
Instrument of Government – this document which records the name and category of the school and the name and constitution of its governing body.	Hard copy	P&P
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	None
School prospectus	Website	None
School session times and term dates	Website	None
What we spend and how we spend it (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 as distributed by the Local Authority, and financial statements	Hard copy (FOI)	None
Capitalised funding - Details of capital funding allocated to the school together with information on related building projects and other capital projects	Hard copy (FOI)	None
Additional funding - Income generation schemes and other sources of funding.	Hard copy (FOI)	None
Procurement and contracts (summary information) - Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy (FOI)	None
Pay policy - The statement of the school's policy and procedures regarding teachers' pay.	Hard copy (FOI)	None
Staffing and grading structure	Hard copy (FOI)	None
Governors' allowances	Hard copy (FOI)	None
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
<ul style="list-style-type: none"> School profile Government supplied performance data Ofsted report – summary and full report The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community	Website	None
Performance management policy and procedures adopted by the governing body.	Hard copy (FOI)	None

Schools future plans - Any major proposals for the future of the school involving, for example, consultation or a change in school status.	Hard copy (FOI)	None
Child Protection – The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.	Website	None
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions - The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be available if this information is held	Website	None
Governing body meeting agendas, papers and minutes	Hard copy (FOI)	P&P
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Information request handling • Staff recruitment policies 	A number of policies are on school website, otherwise by request	P&P
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Racial equality • RE & Collective worship • Behaviour & discipline policy 	A number of policies are on school website, otherwise by request	P&P
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing) 	A number of policies are on school website, otherwise by request	P&P
Equality and Diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)	A number of policies are on school website, otherwise by request	None
Charging regimes and policies.	Website	None
Lists and Registers Currently maintained lists and registers only		
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 (FOI)	None
Disclosure logs - If a school produces a disclosure log indicating the	Hard copy (FOI)	None

information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.		
Asset register	Hard copy (FOI)	None
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Out of school clubs/ extra-curricular activities	Website	None
School publications	Website	None
Newsletters	Website	None
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Menus	Website	None
School Calendar – Events throughout the academic year	Website	None

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 this should be addressed to:

Mrs Helen Kelly, Norley CE Primary School, Hough Lane, Norley, Cheshire, WA6 8JZ

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 545 700

E Mail: <mailto:publications@ic-foi.demonco.uk>.

Website: <http://www.informationcommissioner.gov.uk/>

Norley CE Primary School Publication Scheme	
Review Frequency:	2 years or earlier if considered necessary
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Head Teacher approval signature:	<i>Helen Kelly</i>
Head Teacher approval date:	5 th May 2021
Chair of Governing Body approval signature:	<i>Paul Corbishley</i>
Chair of Governing Body approval date:	5 th May 2021
Date of next review:	5 th May 2021