



# SHEPWELL SCHOOL

(Medical PRU & Home and Hospital Tuition Services)

&

# SPECIALIST ALTERNATIVE PROVISION

(For young people with a diagnosis of ASD)

## **Freedom of Information** **Publication Scheme**

**Review: May 2019**



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## Freedom of Information Publication Scheme

### **Purpose**

The purpose of this document is to set out the various categories of information that maintained school routinely publishes and makes available.

### **Scope**

This document fulfils the requirements set out by the Information Commissioner's Office (ICO) with regard to the minimum content of school publication schemes.

### **1. Introduction**

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.

Our school is a public authority for the purposes of FOIA and as such is required to adopt the model publication scheme for schools approved by the ICO.

The School is committed to ensuring that it provides access to information in accordance with its obligations under the FOIA, associated regulations and professional guidelines. The School will use all appropriate and necessary means at its disposal to comply with the legislation and associated guidance.

### **2. What is in the Publication Scheme**

The model scheme requires the School, as a public authority, to “produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public”.

The Publication Scheme therefore sets 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 ICO expects the School to make the information detailed in this document available within the Publication Scheme unless:

- We do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute.
- The information is readily and publicly available from an external website; such information may have been provided by the School or on its behalf. If that is the case we will provide a direct link to the information.
- The information is archived, out of date, or otherwise inaccessible.
- It would be impractical or resource intensive to prepare the material for routine release.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is either available for you on our website [www.shepwellschool.co.uk](http://www.shepwellschool.co.uk) to download and print off or available in paper form from the school on request.

Some information that 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.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we will pass on costs for reproducing information or providing it in alternative formats.

For your educational record, it depends on the number of pages provided. For example, 1 to 19 pages will cost £3.00; 20 pages will cost £4.50 and so on, up to a maximum of 500+ pages which will cost £50. If the request is for other information excluding the educational record then the maximum charge is £10.



It is free for a parent to view the educational record.

### **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, or letter. Our preferred method of communication is by email. Contact details are set out below or you can visit our website at [www.shepwellschool.co.uk](http://www.shepwellschool.co.uk)

Email: [admin@shepwell.walsall.sch.uk](mailto:admin@shepwell.walsall.sch.uk)

Tel: 01902 6632719

Contact Address: Shepwell School, Bilston Lane, Willenhall, WV13 2QJ

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. You can do this by making a Freedom of Information request or Subject Access Request (if you require your personal data) to the School.

### **4. Review and Revision**

This scheme will be reviewed as it is deemed appropriate, but no less frequently than every 2 years.

Publication scheme review will be undertaken by The Head Teacher.

### **5. Paying for information**

Information published on our website 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 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 such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of Information Currently Published

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><b>Class 1 – Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)(Secondary schools must publish information about a school's career programme) This will be current information only</p>	Website	
<ul style="list-style-type: none"> <li>• <b>Instrument of Government</b></li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• <b>School prospectus and curriculum</b></li> </ul> <p>The statutory contents of the school prospectus, as follows:</p> <ul style="list-style-type: none"> <li>- Information about the implementation of the governing body's policy on pupils with special educational needs (SEN).</li> <li>- A description of the policies relating to disabled pupils, including facilities to improve access</li> </ul> <p>Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p> <ul style="list-style-type: none"> <li>• <b>Management Committee (Governing Body)</b></li> </ul> <p>The names, and contact details of the governors should be available and the basis on which they have been appointed.</p> <ul style="list-style-type: none"> <li>• <b>School session times and term dates</b></li> </ul> <p>Details of school session times and dates of school terms and holidays.</p> <ul style="list-style-type: none"> <li>• <b>Location and contact information</b></li> </ul> <p>The address, telephone number and website for the school together with the names of key personnel.</p>	<p>Hard copy from School.</p> <p>Website/hard copy from School</p> <p>Website</p> <p>Website</p> <p>Website</p>	



<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about projected and actual income and expenditure, procurement, contracts, financial audit, etc.</p>	<p>Hard copy from School</p>	
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b></li> </ul> <p>Details of the Individual Schools Budget distributed by the Local Authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.</p> <ul style="list-style-type: none"> <li>• <b>Capital Funding</b></li> </ul> <p>Details of the capital funding allocated to the school together with information on related building projects and other capital projects, and details of any private finance initiatives and public – private partnership contracts. .</p> <ul style="list-style-type: none"> <li>• <b>Additional Funding</b></li> </ul> <p>Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors).</p> <ul style="list-style-type: none"> <li>• <b>Procurement and Contracts</b></li> </ul> <p>Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. Or, information relating to / a link to information held by an organisation which has compiled information on the school's behalf (e.g. local authority or diocese)</p> <ul style="list-style-type: none"> <li>• <b>Pay Policy</b></li> </ul> <p>The statement of the school's policy and procedures regarding teacher's pay.</p> <ul style="list-style-type: none"> <li>• <b>Staffing and grading structure</b></li> <li>• <b>Governor's allowances</b></li> </ul> <p>Details of allowances and expenses that can be claimed or incurred.</p>	<p>Hard copy from School</p>	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews.</p>	<p>Hard copy from school</p>	
<ul style="list-style-type: none"> <li>• <b>School profile</b></li> </ul> <p>- Government-supplied performance data</p>		

<ul style="list-style-type: none"> <li>- Full Copy of Ofsted report or a link to the report on the OFSTED website</li> <li>- 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</li> <li>- Key Stage 2 results</li> <li>- Secondary schools: need to publish Key Stage 4 results</li> </ul> <p>• <b>Performance management information</b></p> <p>Performance management policy and procedures adopted by the governing body.</p> <p>• <b>Schools future plans</b></p> <p>Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p> <p>• <b>Child Protection</b></p> <p>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.</p>	<p>Website</p> <p>Hard copy from School</p> <p>Hard copy from School</p> <p>Hard copy from school</p> <p>Website</p>	
<p><b>Class 4 – How we make decisions</b></p> <p>Decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	<p>Hard copy from school</p>	
<p>• <b>Admissions policy/decisions</b></p> <p>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 if this information is held by the school.</p> <p>• <b>Minutes of meetings of the Governing body and its sub-committees</b></p> <p>Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.</p>	<p>Website</p> <p>Hard copy from School.</p>	
<p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>	<p>Website/Hard copy from school</p>	

<ul style="list-style-type: none"> <li>• <b>School policies</b></li> </ul> <p>This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</p> <ul style="list-style-type: none"> <li>• <b>Pupil and Curriculum policies</b></li> </ul> <p>This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and pupil discipline.</p> <ul style="list-style-type: none"> <li>• <b>Records management and personal data policies</b></li> </ul> <p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p> <ul style="list-style-type: none"> <li>• <b>Equality and diversity</b></li> </ul> <p>This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p> <ul style="list-style-type: none"> <li>• <b>Policies and procedures for the recruitment of staff</b></li> </ul> <p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> <ul style="list-style-type: none"> <li>• <b>Charging regimes and policies</b></li> </ul> <p>Details of any statutory charging regimes should be provided. 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>Website/Hard copy from School</p>	
<p><b>Class 6 – Lists and registers</b></p> <p>Currently maintained list and registers only.</p>	<p>Hard copy from school</p>	
<ul style="list-style-type: none"> <li>• <b>Curriculum circulars and statutory instruments</b></li> </ul> <p>Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.</p> <ul style="list-style-type: none"> <li>• <b>Disclosure logs</b></li> </ul> <p>If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.</p> <ul style="list-style-type: none"> <li>• <b>Asset register</b></li> </ul> <p>We would expect some information from capital asset registers to be available, if such registers are held.</p>	<p>Website</p> <p>Hard copy from school</p>	



<ul style="list-style-type: none"> <li>• <b>Any information the school is currently legally required to hold in publicly available registers</b></li> </ul>		
<p><b>The services we offer</b></p> <p>Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p>	Website	
<p>Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:</p> <ul style="list-style-type: none"> <li>• <b>Extra-curricular activities</b></li> <li>• <b>School publications</b></li> <li>• <b>Services for which the school is entitled to recover a fee, together with those fees</b></li> <li>• <b>Leaflets, booklets and newsletters.</b></li> </ul>	Website	

## 7. Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any amendments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to The Head Teacher Mr Stephen Pritchard-Jones

If you are not satisfied with the assistance 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 the following address:

Information Commissioner Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire  
 SK9 5AF

OR

Enquiry/Information Line: 01625 545 700

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

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

