



PUBLICATION SCHEME FOR INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

Version 7.0

Adopted by Governing Body:

October 2014

Next Full Review Due:

After Legislation Change

Reviewer:

N Christou

Governor Link:

Chair Governors

PUBLICATION SCHEME FOR INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

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

One of the aims of the Freedom of Information Act 2000 (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 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 information in our publication scheme is available in paper form and some is also available on our website. Other information is only available for inspection at the school by appointment. Some information which we hold may not be made public, for example personal information.

2. Aims

The school aims to:

- Generate an enthusiasm for learning, so students willingly seek to gain knowledge and understanding of the world around them.
- Provide students with the guidance, information and resources necessary to help them learn; teaching the skills necessary for effective and efficient learning.
- Foster personal qualities, skills and self-confidence necessary for success in life.
- Develop a sense of pride through teaching respect for themselves and others; for their own and other communities; and for their environment.

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

3. Categories of information published

This 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.

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, e-mail, fax or letter. Contact details are set out below. You can also visit our website.

- Address: East Barnet School, Chestnut Grove, East Barnet, Hertfordshire, EN4 8PU.
- Telephone: (020) 8440 4162
- E-mail: enquiries@eastbarnet.barnet.sch.uk
- www.eastbarnet.barnet.sch.uk

To help us process your request quickly, please clearly mark any correspondence "Publication Scheme Request"

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. If it is available for inspection only, you are recommended to make an appointment beforehand.

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 6 ("information available in the model publication scheme"). Where there is a charge this will be indicated by a £ sign in the cost box. 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, then we will let you know the cost before fulfilling your request.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost incurred by the school
	Photocopying/printing @ 25p per sheet (colour)	Actual cost incurred by the school
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Where applicable	In accordance with the relevant legislation
Other	Access to Personal Data @ £20 per request (usually free to students, pensioners, benefit claimants & those on income support)	To cover staffing costs (see School Information Policy)

6. Information Available under the Model Publication Scheme

Information to be published	How information can be obtained	Cost
<p>Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i></p> <p>This will be current information only</p>	<p>HC = Hard copy from the school office W = School website</p>	
Who's who in the school	HC W	
Who's who on the governing body and the basis of their appointment	HC W	
<p>Instrument of Government <i>(The document which records the name and category of the school and the name and constitution of its governing body)</i></p>	HC	
Contact details for the Head teacher and for the governing body	HC W	
<p>School prospectus <i>(The statutory contents of the school prospectus contains information about the implementation of the governing body's policy on pupils with special educational needs (SEN), and a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan)</i></p>	HC W	
Staffing structure	HC W	
School session times and term dates	HC W	

Information to be published	How information can be obtained	Cost
<p>What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p>Current and previous two financial year as a minimum</p>	<p>HC = Hard copy from the school office W = School website</p>	
<p>Annual budget plan and financial statements <i>(Details of the Individual Schools Budget allocated by the EFA and the school's annual income and expenditure returns)</i></p>	<p>HC</p>	
<p>Capitalised funding <i>(Details of the capital funding allocated to the school together with information on related building projects and other capital projects)</i></p>	<p>HC</p>	
<p>Additional funding <i>(Information about income generation schemes and other sources of funding)</i></p>	<p>HC</p>	
<p>Procurement and projects <i>(Details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process)</i></p>	<p>HC</p>	
<p>Pay policy</p>	<p>HC W</p>	
<p>Staffing and grading structure</p>	<p>HC</p>	
<p>Governors' allowances</p>	<p>HC W</p>	

Information to be published	How information can be obtained	Cost
<p>What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i></p> <p>Current information as a minimum</p>	<p>HC = Hard copy from the school office W = School website</p>	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report (www.ofsted.gov.uk/oxcare_providers/list) 	<p>HC (W - some)</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>HC W</p>	
<p>Schools future plans <i>(Any major proposals for the future of the school, for example, where consultation is involved or a change in school status)</i></p>	<p>HC</p>	

Information to be published	How information can be obtained	Cost
<p>How we make decisions <i>(Decision making processes and records of decisions)</i></p> <p>Current and previous three years as a minimum</p>	<p>HC = Hard copy from the school office W = School website</p>	
<p>Admissions policy/decisions (not individual admission decisions), Information about Right of Appeal. <i>(Individual admission decisions will not be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) will be available)</i></p>	<p>HC W</p>	
<p>Minutes of meetings of the governing body and its sub-committees. <i>Note: this will exclude information that is properly regarded as private to the meetings.</i></p>	<p>HC</p>	
<p>Minutes of meetings of the Staff and Senior Leadership Team (where applicable). <i>Note: this will exclude information that is properly regarded as private to the meetings.</i></p>	<p>HC</p>	

Information to be published Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> Current information only	How information can be obtained HC = Hard copy from the school office W = School website	Cost
<ul style="list-style-type: none"> • School and Student policies including but not limited to: • Admissions • Allegations of Abuse Against Staff Procedure • Anti-Bullying • Assessment Recording & Reporting • Behaviour inc: Rewards & Sanctions, Exclusion, Behaviour Principles • Careers Education & Guidance • Child Protection • Complaints Policy • Critical Incident Plan • Curriculum inc: Numeracy • Drugs • Equality Scheme inc: Accessibility Plan • E-Safety • Expenses • Financial Management Policy & Procedures Inc: <ul style="list-style-type: none"> • Academies Financial Handbook: Schedule of Requirements • Scheme of Delegation and Expenditure Authorisation Levels • Assets & Inventory • Controls – Internal/Responsible Officer • Bank Credit/ Charge Card Use • Banking and Payments • Budget Management & Reporting • Catering Financial Management • Charging and Remission <i>(Includes details of statutory charging regimes and charges made for information routinely published. It states what costs will be recovered, the basis on which they are made and how calculated)</i> • Computer Systems - Finance • Fixed Asset Accounting • Income • Internet Banking & BACS Payments • Investment Policy • Lettings & Shared Facilities 	HC W	

<ul style="list-style-type: none"> • Ordering and Purchasing • Petty Cash • Pension Deficit – Local Government Pension Scheme • Reserves Policy • Regularity Audit • Value for Money Statement • Write-offs and Liabilities • Fire Risk Assessment • Fire Evacuation Procedures • Freedom of Information Publication Scheme • Gifted & Talented • Gifts & Hospitality • Governor’s Expenses • Governors Induction • Governor’s Code of Conduct • Health & Safety • Home-School Agreement • Homework • ICT + Internet: Acceptable Use Policy (Staff + Student) • Independent Learning Policy • Information inc Data Protection • Literacy Policy • Managing Equality • Medical Conditions • Pay Policy inc Pensions • Performance Management • Professional Expectations Guidance for Staff • Recruitment inc Safer Recruitment • Risk Management Policy + Risk Register • School Journeys & Visits • Sex Education • Special Educational Needs • Staff Discipline Conduct & Appeals • Staff Grievances • Teaching to Facilitate 	<p>HC W</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • School Information (<i>inc. Data Protection; Records Retention, Destruction & Archiving</i>) 	<p>HC W</p>	

Information to be published	How information can be obtained	Cost
Lists and Registers Currently maintained lists and registers only	HC = Hard copy from the school office W = School website I = Inspection only	
Curriculum circulars and statutory instruments <i>(Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum)</i>	(HC – Some) I <i>(Also government websites)</i>	
Disclosure logs <i>(A disclosure log indicates the information provided in response to requests)</i>	I	
Asset register	I	
Any information the school is currently legally required to hold in publicly available registers <i>(This DOES NOT include the attendance Register)</i>	I	
The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> Current information only	HC = Hard copy from the school office W = School website I = Inspection only	
Extra-curricular activities	HC W	
Out of school clubs	HC W	
School publications <i>(inc. school prospectus)</i>	HC (W – some)	
Services for which the school is entitled to recover a fee, together with those fees <i>(inc. lettings)</i>	HC	
Leaflets, books and newsletters	HC (I W - some)	
Additional Information		

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 Chair of Governors

**East Barnet School,
Chestnut Grove,
East Barnet,
EN4 8PU.**

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:

By post:

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

By email:

casework@ico.org.uk (If writing or emailing, please include a contact telephone number).

By phone:

Helpline: 0303 123 1113 (local rate) or **01625 545 745** (national rate)

Website: **www.ico.gov.uk**

This contact information was correct in October 2014.

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced this Publication Scheme setting out all the information we publish on a regular basis and where to find it.

You can ask the school office to provide you with a copy of the Scheme free of charge. The document is also available for download, along with other policies and documents, from our website: <http://www.eastbarnet.barnet.sch.uk/about/policies/>