

## Christian Malford CofE Primary School, Somerfords' Walter Powell Primary School and Seagry CE Primary School: Freedom of Information Publication Scheme, 2018

The Joint Local Board acknowledges that, under the Freedom Of Information Act (FOIA) and in accordance with the Diocese of Bristol Academies Trust's (DBAT) policy, any person has a legal right to ask for access to information held our schools. We recognise our duty to:

1. provide advice and assistance to anyone requesting information
2. tell enquirers whether or not we hold the information they are requesting unless exempted from this duty (the duty to confirm or deny)
3. provide access to the information we hold, subject to legal exemptions, in accordance with the procedures laid down in Part 4 of the DBAT FOI policy.

We recognise the presumption of openness that underlies the FOIA. We are committed to maintaining a well-managed records management and information system in order to comply efficiently with requests and we will adopt a straight-forward approach to meeting requests for information. This document details the Publication Scheme adopted by the three individual schools and forms part of the delegation to those schools and the Joint Local Board by DBAT.

This document should be read in conjunction with our Freedom of Information Policy.


Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</b>	
<b>Current information only</b>	
Name and address of school	School website
Who's who in the school	Website
Who's who on the Local Board	Website
Contact details for the Executive Principal and Head of School	Via school newsletter and website
Christian ethos of the school	Website
Session times and term dates	Website

Information to be published	How the information can be obtained
<b>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)</b>	
<b>Current and previous financial year</b>	
Annual budget plan and financial statements	Hard copy on request
Capitalised funding	Hard copy on request
Maintenance plan	Hard copy on request
Pay policy	Hard copy on request
Staffing and grading structure	Hard copy on request
Pupil Premium Grant	Website

Information to be published	How the information can be obtained
<b>Class 3 –What our priorities are and how we are doing (Performance indicators, audits, inspections and reviews)</b>	
<b>Current information as a minimum</b>	
Government supplied performance data	Website
The latest Ofsted report	Website
Safeguarding audit/quality assurance review	Hard copy on request

Information to be published	How the information can be obtained
<b>Class 4 –How we make decisions (Decision making processes and records of decisions)</b>	
<b>Current and previous year’s information as a minimum</b>	
Admissions policy and information (not individual admission decisions)	Website
Agendas of meetings of the Local Board	Hard copy on request
Approved minutes of the Local Board meetings	Website
Agendas and minutes of sub-committees	Hard copy on request

Information to be published	How the information can be obtained
<b>Class 5 –Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</b>	
<b>Current information only</b>	
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Anti-bribery policy</li> <li>• Lettings policy</li> <li>• Health and Safety policy</li> <li>• Complaints policy</li> <li>• Data protection policy</li> <li>• FOI policy</li> <li>• Whistleblowing policy</li> <li>• Equality information and objectives</li> <li>• Collective worship policy</li> <li>• British Values policy</li> <li>• Staff and recruitment policies</li> </ul>	Website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Learning and teaching policy</li> <li>• Homework policy</li> <li>• Marking and feedback policy</li> <li>• Curriculum policies (eg English, Maths, Computing, Physical Education, Religious Education, EYFS)</li> <li>• Sex and relationships policy</li> <li>• Drug awareness policy</li> </ul>	Website

<ul style="list-style-type: none"> <li>• Healthy eating policy</li> <li>• PSHE policy</li> <li>• Special educational needs and disability (SEND) policy</li> <li>• Able and Talented policy</li> <li>• Supporting pupils with medical conditions policy</li> <li>• School behaviour policy</li> <li>• Exclusions policy</li> <li>• Anti-bullying policy</li> <li>• Positive Handling policy</li> <li>• Safeguarding and Child Protection policy</li> <li>• E-safety policy</li> <li>• Social media policy</li> <li>• Accessibility policy and plan</li> </ul>	 <p>Website</p>
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Information to be published	How the information can be obtained
<b>Class 6 – Lists and registers</b>	
<b>Currently maintained lists and registers only</b>	
Disclosure logs	Meet with Executive Principal to discuss request
Asset register	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	

Information to be published	How the information can be obtained
<b>Class 7 – The services we offer</b>	
<b>Information about the services we offer</b>	
<b>Current information only</b>	
Curriculum circulars	Hard copy on request
Extra-curricular activities	Via letters and school newsletter
Out of school clubs	Via letters and school newsletter
Wrap-around care/breakfast club	Info in school newsletter and on website; booking forms for breakfast club on website.