



Freedom of Information Policy and Publication Scheme

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Executive Headteacher	

Status:

Statutory policy or document	Yes
Review frequency	Governing body to determine
Approval by	Governing body to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Version Control:

Revision Record of Approved Versions			
Author	Creation Date	Version	Status
Information and Curriculum Support Manager - SVF	30 November 2016	1.0	Final version agreed by Executive Headteacher.
Changed by	Revision Date		

Review Date	
Frequency	Next Review Due
Three years	December 2019 (or earlier if new guidance or legislation issued)

1. Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

This publication scheme 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 scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available on each of our school's websites to download and print off, or is available in paper form.

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.

2. Aims and objectives

The aims of all of the individual schools within the Seaton Valley Federation are:

- to be a school that knows your child really well both academically and pastorally as a complete young person;
- to treat all within the school with respect and we expect that respect to be mutual;
- to strive for everyone associated with the school to be as good as they possibly can be in whatever area of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.

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

3. Categories of information published

The 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.

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

- Governors' documents – information published about our constitution and how we conduct our business;
- Pupils and curriculum – information about policies that relate to pupils and the school curriculum;
- Federation/School policies and other information related to the school – information about policies that relate to the school and/or federation in general.

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.

Some documents are available from our websites at:

- Astley Community High School - www.astleyhigh.org
- Whytrig Middle School - www.whytrig.northumberland.sch.uk
- Seaton Sluice Middle School - www.seatonsluice.northumberland.sch.uk

Any additional requests can be made via one of the communication methods below:

Astley Community High School

E-mail: reception@astleyhigh.org

Telephone: 0191 2371505

Fax: 0191 2376891

Contact Address: Elsdon Avenue, Seaton Delaval, Northumberland, NE25 0BP

Whytrig Middle School

E-mail: admin@whytrig.northumberland.sch.uk

Telephone: 0191 2371402

Contact Address: Elsdon Avenue, Seaton Delaval, Northumberland, NE25 0BP

Seaton Sluice Middle School

E-mail: admin@seatonsluice.northumberland.sch.uk

Telephone: 0191 2370629

Contact Address: Alston Grove, Seaton Sluice, Whitley Bay, Tyne and Wear, NE26 4JS

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 is not available via the scheme and is not on our websites, you can still contact the school to ask if we have it.

4. 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 indicated otherwise in section 5 by a £ sign. If your request means that we have to do a lot of photocopying or printing, or we have to pay a large postage charge, or it is for a priced item (such as some printed publications or videos), we will let you know the cost before fulfilling your request.

5. Classes of information currently published

Who we are and what we do (organisational information, structures, locations and contacts)

- Instrument of Government – The Instrument of Government is the document which records the name and category of the schools and the constitution of their shared governing body.
- School curriculum – An outline of each school’s curriculum covering Key Stages 2-3 for the middle schools and Key Stages 3-5 for the high school.
- Governing Body – The names and contact details of the governors are available and the basis on which they have been appointed.
- School session times and term dates – Details of school session times and dates of school terms and holidays.
- Location and Contact Information – The address, telephone number, email address and website for each school, together with the names of key personnel.

What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit)

- Annual Budget Plan and Monitoring – Details of sources of funding and income provided to each school by the local authority, central government, or elsewhere, together with annual budget plans and each school's annual income and expenditure.
- Details of items of expenditure over £5000 will be published annually if this information is held by the school.
- Pay Policy – The statement of the federation's policy and procedures regarding teachers' pay.
- Procurement and contracts – Details of procedures used for acquisition of goods and services. Details of contracts that have gone through a formal tendering process.
- Staff Allowances and Expenses – Details of allowances and expenses that can be incurred or claimed, including the total of the allowances and expenses paid to individual senior staff members by reference to categories. Senior staff members are defined as staff whose basic salary is at least £60,000 per annum.
- Staff pay and grading structures – The name and positions of all school staff and how they may be contacted via the school. Includes salaries for senior staff in bands of £10,000, and salaries defined by salary range for all other posts.
- Governors' Allowances – Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)

- Government supplied performance data.
- Latest Ofsted report.
- Performance management information – Appraisal Policy and procedures adopted by the governing body.
- School's future plans – Any major proposals for the future of the school involving, for example, consultation on a change in school status.
- Safeguarding/child protection – The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.

How we make decisions (decision making processes and records of decisions for the current year and previous three years)

- Admissions policy/decisions – The school's admission arrangements and procedures including information about the right of appeal. Information on application numbers and patterns of successful applicants will be published if this information is held by the school.
- Minutes of meetings of the Governing Body – Minutes considered at such meetings will be published as soon as practicable, with the exception of information that is properly considered being private to the meeting.

Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)

- School policies and other documents – This will include school policies, procedures, and documents that the school is required to have by statute, including, but not limited to:
 - Appraisal Policy
 - Relationship and Sex Education Policy
 - Behaviour Policy
 - Capability Procedure
 - Pay Policy
 - Charging and Remissions Policy

- Special Educational Needs Policy
- Records management and personal data policies – This includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.
- Equality and diversity – This includes policies, schemes, statements, procedures and guidelines relating to equal opportunities.
- Policies and procedures for the recruitment of staff – If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
- Charging regimes and policies - Details of any statutory charging regimes will be provided. Charging policies will include charges made for information routinely published. They will clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

Lists and registers

- Disclosure logs – All disclosure logs indicating information provided in response to requests will be readily available.
- Asset register – Information from capital asset registers will be available if held.
- Any information the school is currently legally required to hold in publicly available registers.

The services we offer (information about the services the school provides including leaflets, guidance and newsletters)

- Extra-curricular activities
- Out of school clubs
- School publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters

6. 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:

Executive Head Teacher
Seaton Valley Federation of Schools
c/o Elsdon Avenue
Seaton Delaval
Northumberland
NE25 0BP

All complaints will be reviewed in accordance with the Seaton Valley Federation's Complaints Procedure which can be found on each school's website.

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's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry/Information Line: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Fax: 01625 524 510

E Mail: casework@ico.org.uk

Website: www.ico.org.uk