



**WADHAM SCHOOL**

**FREEDOM OF INFORMATION  
PUBLICATION SCHEME**

**OCTOBER 2017**

Approved by Governors (Date).....

Signed.....

## **INTRODUCTION**

### **What a publication scheme is and why it has been developed**

One of the main 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 make public.

To do this, every school is required to produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- How to request information
- 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 either from the school website, in paper form on request, or can be sent by e-mail.

Some information which we hold may not be made public, for example personal data.

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

### **AIMS**

- To provide certain information under the Freedom of Information Act 2000
- To recognise that we have a duty to provide advice and assistance to anyone requesting information
- To ensure that personal information is not made public

### **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'.

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

**1. Who we are and what we do**

Who's who in the school	On website 'About Us'
Who's who on the Governing Body and the basis of their appointment	On website ' About Us' - Governors
Instrument of Government	On website 'About Us' – 'Governors
Contact details for the Headteacher and the Chair of Governors	On website 'Contact'
School Prospectus	On website 'About Us'
Sixth Form Prospectus	On website 'About Us'
School session times and term dates	On website 'About Us' – School Prospectus

**2. What we spend and how we spend it (current and previous financial years)**

Annual budget plan and financial statements	All financial information can be obtained from Wadham School on request
Capital Funding	
Additional Funding	
Projects	
Staffing Structure	
Governors' Allowances	

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

Performance Management Policy	Documents available from Wadham School on request
School Improvement Plan	
Public Exams Analysis and current targets	

#### 4. How we make decisions

Admissions Policy	Somerset County Council Admissions Policy applies
Minutes of meetings of the Governing Body and its sub groups / committees	Available from the school on request

#### 5. Our policies and procedures

<p>School Policies including:</p> <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> <li>• Health and Safety Policy</li> <li>• Complaints Procedure</li> <li>• Grievance Policy</li> <li>• Equality Policy</li> <li>• Pay Policy</li> <li>• Child Protection Policy</li> <li>• Staff Code of Conduct</li> <li>• Whistleblowing</li> <li>• Finance Policy</li> <li>• CCTV Policy</li> </ul>	<p>All these policies are either on the school website are available on request from the school.</p>
<p>Curriculum and Student Policies including:</p> <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex Education</li> <li>• Special Educational Needs</li> <li>• Anti Bullying</li> <li>• Accessibility</li> <li>• Behaviour Management</li> <li>• Home School Agreements</li> <li>• Collective Worship</li> </ul>	
<p>Other Policies:</p> <ul style="list-style-type: none"> <li>• Data Protection Policy</li> <li>• Freedom of Information Policy</li> <li>• Business Continuity Policy</li> </ul>	

#### 6. Lists and registers

Curriculum documents and statutory instruments	Documents available from Wadham School on request
Disclosure logs	
Asset Register	

## 7. The services we offer

Extra curricular activities	Details available on the website
Wadham Words / Newsletters	
Other activities	

### HOW TO REQUEST INFORMATION

If you require any of the documents within the scheme, please contact the school in writing by e-mail or letter. Contact details are as follows:

Website: [www.wadhamschool.co.uk](http://www.wadhamschool.co.uk)

E-mail: [office@wadhamschool.co.uk](mailto:office@wadhamschool.co.uk)

Contact Address: Wadham School, Yeovil Road, Crewkerne, TA18 7NT

To help us process your request quickly, please clearly mark correspondence 'Publication Scheme Request'.

If the information you're looking for isn't available via the scheme, you can still contact the school to ask whether we have it.

### DEALING WITH A REQUEST FOR INFORMATION

The Headteacher will deal with written requests for information by:

- Deciding whether the request is a request under the Data Protection Act, Environmental Information Regulations or Freedom of Information Act
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Deciding if the information disclosed might affect the interests of a third party
- Deciding if the estimated cost of complying with the request will exceed the appropriate limit
- Ensuring that all personal information is excluded from a requested document
- Inform the enquirer if the information is not held
- Consider whether the request is vexatious or repeated

All requests for information will be reported to the governors by the Headteacher.

Requests will be dealt with within 20 working days, excluding school holidays.

### PAYING FOR INFORMATION

Information published on our website is free, although you may incur costs from your internet service provider. We can provide information via e-mail which will incur no cost.

If paper copies are required, a small charge will be made to cover the cost of photocopying and paper (5p per sheet). Postage costs will be the current 2<sup>nd</sup> class stamp cost.