

Freedom of Information Act Publication Scheme for Goddard Park Community Primary School

February 2015

Aim of the publication scheme

The publication scheme covers the Academy's commitment on the following points:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classifications below.
- To specify the information that is held by the Academy and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Academy makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The Classes of Available Information

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

Organisational information, structures, locations and contacts.

- **What we spend and how we spend it.**

Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

- **What our priorities are and how we are doing.**

Strategies and plans, audits, inspections and reviews.

- **How we make decisions.**

Decision making processes and records of decisions.

- **Our policies and procedures.**

Current written protocols, policies and procedures for delivering our services and responsibilities.

We would expect information in this class to be current only.

- **Lists and Registers.**

Information in currently maintained lists and registers only.

- **The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure. This includes information protected by the Data Protection Act.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Requests for information

Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer [Fiona Godfrey, School Business Manager, Goddard Park Community Primary School, Welcombe Avenue, Swindon, SN3 2QN, 01793 342342, admin@goddardpark.co.uk]

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Academy Website

The Academy Website can be accessed at www.goddardpark.co.uk.

Charges

Information, in most cases, can be downloaded from the website free of charge. A charge may be made for services to cover administrative costs such as photocopying and postage.

Freedom of Information

Guide to information available from Goddard Park Community Primary School under the publication scheme

| Information to be published | How the information can be obtained | Charge |
|--|---|--------|
| Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | Hard copy and/ or website (www.goddardpark.co.uk) | |
| Academy Funding Agreement – a link to the document on the Department for Education’s website | DfE website (www.dfe.gov.uk) | |
| Academy Order (if applicable) | Hard copy available from Office | |
| School staff and structure – names of key personnel | School website / hard copy from office | |
| Governing body – names and contact details of the governors and the basis of their appointment | School website / hard copy from office | |
| School session times, term dates and holidays | School website / hard copy from office | |
| Location and contact information – address, telephone number and website | School website / hard copy from office | |
| Contact details for the Principal and the Governing Body | School website / hard copy from office | |
| School Prospectus | School website / hard copy from office | |
| School Session times and term dates | School website / hard copy from office | |

| Information to be published | How the information can be obtained | Charge |
|--|-------------------------------------|--------|
| <p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p> | Hard copy and/ or website. | |
| Annual budget plan and financial statements | Hard copy and/ or website | |
| Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects | Hard copy available from Office | |
| Additional funding – Income generation schemes and other sources of funding. | Hard copy available from Office | |
| Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. | Hard copy available from Office | |
| Staffing and grading structure | Hard copy available from Office | |
| Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay. | Hard copy available from Office | |
| Governors’ allowances – Details of allowances and expenses that can be claimed or incurred. | Hard copy available from Office | |

| Information to be published | How the information can be obtained | Charge |
|--|--|--------|
| <p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p> | <p>School Development Plan available in hard copy and/ or website For other information please contact school office</p> | |
| <p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report | <p>Visit: http://schoolsfinder.direct.gov.uk/ Or contact school office</p> | |
| <p>Performance management information</p> | <p>Hard copy available from school office</p> | |
| <p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p> | <p>School Development Plan available in hard copy and/ or website For other information please contact school office</p> | |
| <p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p> | <p>School website / hard copy from office</p> | |

| Information to be published | How the information can be obtained | Charge |
|--|--|--------|
| <p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p> | <p>Governing body minutes available on School website / hard copy from office. For other information please contact the school office.</p> | |
| <p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p> | <p>School website / hard copy from office</p> | |
| <p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p> | <p>Governing body minutes available on School website / hard copy from office. For other information please contact the school office.</p> | |

| Information to be published | How the information can be obtained | Charge |
|---|-------------------------------------|--------|
| <p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | Hard copy and/ or website | |
| <p>School policies including:</p> <ul style="list-style-type: none"> • 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 • Information request handling policy • Staff recruitment policies | Hard copy and/ or website | |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline | Hard copy and/ or website | |

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| <p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies | <p>Hard copy and/ or website</p> | |
| <p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included | <p>Hard copy and/ or website</p> | |
| <p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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>Hard copy and/ or website</p> | |

| Information to be published | How the information can be obtained | Charge |
|---|--|---------------|
| Lists and Registers Currently maintained lists and registers only | Hard copy from school office; (some information may only be available for inspection) | |
| Curriculum circulars and statutory instruments | Hard copy from school office | |
| Disclosure logs | Hard copy from school office | |
| Asset register | Hard copy from school office | |
| Any information the Academy is currently legally required to hold in publicly available registers | Hard copy from school office | |

| Information to be published | How the information can be obtained | Charge |
|--|---|---------------|
| The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | (hard copy and/ or website; some information may only be available for inspection) | |
| Extra-curricular activities | Hard copy and/ or website | |
| Out of school clubs | Hard copy and/ or website | |
| School publications | Hard copy and/ or website | |
| Services for which the Academy is entitled to recover a fee, together with those fees | Hard copy and/ or website | |
| Leaflets, booklets and newsletters | Hard copy and/ or website | |