



# Publication Scheme

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Schools hold copious amounts of information about their staff, students, parents and the internal school procedures and data sources. The Information Commissioner has designated that all public bodies that hold information must have a current scheme that delineates their policy towards the publication and sharing of the information that they hold.

All schools in England are therefore required to have and publish a Freedom of Information scheme that is communicated to relevant stakeholders on a regular basis so that they are aware of their rights and responsibilities in relation to this policy.

## **Introduction**

Since April 2008 the Information Commissioner has simplified this process for all schools by creating a Model Publication Scheme which can be adopted in its entirety, without further approval, and with it being valid until further notice is given. Mabel Prichard School has adopted this policy in this way and will share this scheme with its relevant stakeholders on a suitably regular schedule which is:

- Annually with all parents of students new to the school via the school website
- Annually with all staff new to the school

## **The Mabel Prichard School Publication Scheme**

This scheme is based on, and includes, the entirety of the model publication scheme which has been prepared and approved by the Information Commissioner. As stated in legislation, this can be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits Mabel Prichard School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Mabel Prichard School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner and attached herewith as Appendix 1.

The scheme commits Mabel Prichard School to:

- proactively & routinely publish, or otherwise make available, information, including environmental information, which is held by Mabel Prichard School and falls within the classifications below
- specify the information which is held by Mabel Prichard School and falls within the classifications below
- proactively publish, or otherwise make available, as a matter of routine, information in line with the statements contained within this scheme
- 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
- regularly review/update the information Mabel Prichard School makes available under this scheme
- produce a fee schedule charged for access to information which is made proactively available
- make this publication scheme available to the public

## **Classes of Information**

The classes of information can be specified by areas of our activity:

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- **Who we are and what we do**  
Organisational information, locations and contacts, constitutional and legal governance
- **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
- **Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities
- **Lists and Registers**  
Information held in registers required by law and other lists and registers relating to the functions of the authority
- **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
- 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

### **The method by which information published under this scheme will be made available**

Mabel Prichard School will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of Mabel Prichard School, information will be provided on the school website. Where it is impracticable to make information available on the website, or when an individual does not wish to access the information by the website, Mabel Prichard School will indicate how information can be obtained by other means and provide it thereby in exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Mabel Prichard School is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Mabel Prichard School for routinely published material will be justified and transparent and kept to a minimum.

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Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

Information held by Mabel Prichard School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **Contact Details**

If you require a paper version of any information, or want to ask whether information is available, please contact the school by telephone, email or letter. Contact details are set out below or you can visit the school website at [www.mabel-prichard.oxon.sch.uk](http://www.mabel-prichard.oxon.sch.uk)

Tel: 0121 5237321

Email: [office.7020@mabel-prichard.oxon.sch.uk](mailto:office.7020@mabel-prichard.oxon.sch.uk)

Address: Mabel Prichard School, Cuddesdon Way, Oxford, OX4 6SB.

To help us process requests quickly, any correspondence should be clearly marked "Publication Scheme Request".

## Annex 1: Guide to information available from Mayfield School under the Model Publication Scheme

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
<b>Class 1 – Who we are and what we do</b>		
<b>Organisational information, structures, locations and contacts</b>		
Who's who in the school	Website	No Charge
Who's' who on the Governing Board and the basis of their appointment	Website	No Charge
Contact details for the headteacher and for the Governing Board (named contacts where possible with telephone number and email address (if used))	Website	No Charge
School Prospectus	Website	No Charge
Staffing Structure	Hard copy	Schedule of Charges
School start and finish times and term dates	Website	No charge
<b>Class 2 – What we spend and how we spend it</b>		
<b>Financial information related to projected and actual income and expenditure, procurement, contracts and financial audit</b>		
Annual budget plan and financial statements	Hard Copy	Schedule of Charges
Capitalised funding	Hard Copy	Schedule of Charges
Additional funding	Hard Copy	Schedule of Charges
Procurement and projects	Hard Copy	Schedule of Charges
Pay Policy	Hard Copy	Schedule of Charges
Staffing and grading structure	Hard Copy	Schedule of Charges
Governors' allowances	Hard Copy	Schedule of Charges
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Current information as a minimum		
Government supplied performance data	Hard copy	Schedule of charges
The latest Ofsted report – Summary and Full	Website	No charge

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<b>Information to be published</b>	<b>How the information can be obtained (hard copy and/or website)</b>	<b>Cost</b>
Report		
Performance Management policy and procedures adopted by the Governing Board	Hard copy	Schedule of charges
School Improvement Plan	Hard copy	Schedule of charges
Safeguarding policies and procedures	Website	No charge
<b>Class 4 – How we make decisions</b>		
<b>Decision making processes and records of decisions</b>		
<b>Current and previous. 3 years as a minimum</b>		
Admissions Policy/decisions (not individual decisions)	Website	No charge
Agendas of meetings of the Governing Board and its sub committees	Hard copy	Schedule of charges
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as private to the meetings.	Hard copy	Schedule of charges
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Current information only		
School policies including: <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Behaviour Policy</li> <li>• School complaints procedure</li> <li>• Charging and Remissions Policy</li> <li>• Mission Statement and Aims</li> <li>• Anti-bullying Policy</li> <li>• Safeguarding Policy</li> <li>• Staff Code of Conduct</li> <li>• Whistleblowing and Serious Misconduct Policy</li> </ul>	Website	No charge

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<b>Information to be published</b>	<b>How the information can be obtained (hard copy and/or website)</b>	<b>Cost</b>
Student and curriculum policies, including: <ul style="list-style-type: none"> <li>• SEN Policy</li> <li>• British Values Policy</li> <li>• Child Protection Policy</li> <li>• Acceptable Use of the Internet, Data Security and e-Safety Policy</li> <li>• Attendance Policy</li> </ul>	Website	No charge
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Data Protection Policy</li> <li>• Records Management Policy</li> <li>• Privacy Notices</li> </ul>	Website	No Charge
<b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only</b>		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure logs	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
Any information the school is currently legally required to hold in available registers. THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER	Hard copy	Schedule of charges
<b>Class 7 – The services we offer</b> <b>Information about the services we offer, including leaflets, guidance and newsletter precedence for the public and business</b> <b>Current information only</b>		
Extra-curricular activities	Website	No charge
Out of school clubs	Website	No charge
Leaflets books and newsletters	Website	No charge
Additional Information		

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Information to be published	How the information can be obtained (hard copy and/or website)	Cost
This will provide the school with the opportunity to publish information that is not itemised in the lists above		

### Schedule of Charges

This describes how the charges have been arrived at

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 1p per sheet (black and white)	
	Photocopying/printing @ 3p per sheet (colour)	Actual cost
		Actual cost of Royal Mail standard 2 <sup>nd</sup> Class
Statutory Fee		In accordance with the relevant information

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