



Publication Scheme on information available under The Freedom of Information Act 2000

It is the responsibility of the governors to ensure that procedures are in place to ensure that the school handles information requests covered by the Freedom of Information Act 2000 (FoIA), the Data Protection Act 2018 (DPA), and the Environmental Information Regulations 2004 (EIR) in accordance with the provisions laid out therein and that the school satisfies the standards set out in the Lord Chancellor's Code of Practice on satisfying Public Authorities obligations under the FoIA, produced under Section 45 of that Act. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FoIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must 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; 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 either available for you on our website to download and print off or available in paper form.

Recorded information includes printed documents, computer files, letters, emails, photographs and sound or video recordings.

Some information which we hold may not be made public, for example personal information. The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 2018.

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

2. Aims and Objectives

- To recognise each child as an individual.

- To enable every child to fulfil their learning potential, developing their skills, knowledge and understanding, and personal qualities, to prepare them for life and work.
- To develop all areas of the curriculum, ensuring breadth and balance, excitement, awe and wonder, to foster a love of learning.
- To provide a structure of discipline within a happy, caring and stimulating atmosphere based on consideration and respect for others.
- To offer equality of opportunity to all children in every area of school life.

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 four broad topic areas:

Class 1 – Who we are and what we do

Class 2 – What we spend and how we spend it

Class 3 – What our priorities are and how we are doing

Class 4 – How we make decisions

Class 5 – Our policies and procedures

Class 6 – Lists and Registers

Class 7 – The services we offer

4. How to request information

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.

Website: <http://www.lincolnstgilesnursery.co.uk>

Email: enquiries@st-giles-nur.lincs.sch.uk

Tel: **01522 531876**

Contact Address: **St Giles Nursery School, Addison Drive, Lincoln, LN2 4LQ**

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

5. 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.

If your request means that we have to do a lot of photocopying, which may impact on the time spent by a member of staff, or pay a large postage charge, we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box. Your request for the information will be dealt with once the fees have been paid.

7. 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 ***The Headteacher, St Giles Nursery School, Addison Drive, Lincoln, LN2 4LQ.***

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Prospectus/website/hard copy	FOC or copying cost. Postage if applicable.
Who's who in the school	Prospectus/ website/hard copy	FOC or copying cost. Postage if applicable.
Who's who on the governing body and the basis of their appointment	Prospectus/website/hard copy	FOC or copying cost. Postage if applicable.
Instrument of Government	From school office	Copying cost and postage if applicable.
Contact details for the Head teacher and for the governing body via the school (named contacts where possible)	Prospectus/website/school office	FOC or copying cost. Postage if applicable.
School brochures	Website/school office	FOC or copying cost. Postage if applicable.
Staffing structure	Prospectus/website/office	FOC or copying cost. Postage if applicable.
School session times and term dates	Prospectus/website/office	FOC or copying cost. Postage if applicable.
Address of school and contact details, including email address	Prospectus/website/office	FOC or copying cost. Postage if applicable.

<p>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)</p> <p>Current and previous two financial year as a minimum should be available</p>	School Business Manager/Head teacher/ School Office/DfE benchmarking website	FOC or copying cost. Postage if applicable.
Annual budget plan and financial statements	School Business Manager/Head teacher/Clerk to Governors	Copying cost. Postage if applicable.
Capital funding	School Business Manager/Head teacher/benchmarking website	FOC or copying cost. Postage if applicable.
Financial audit reports	School Business Manager/Head teacher/ Schools' Finance Team	Copying cost. Postage if applicable.
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	School Business Manager/Head teacher	Copying cost. Postage if applicable.
Procurement and contracts the school has entered into, or information relating to/a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	School Business Manager/Head teacher	Copying cost. Postage if applicable.
Pay Policy	School Business Manager/Head teacher	Copying cost. Postage if applicable.
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	School Business Manager/Head teacher/Schools' Payroll Team	Copying cost. Postage if applicable.
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	School Business Manager/Head teacher/Schools' Payroll Team	Copying cost. Postage if applicable.
Governors' allowances that can be incurred or claimed and a record of total payments made to individual Governors.	School Business Manager/Head teacher	Copying cost. Postage if applicable.

<p>Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	Prospectus/website/SIP/SEF/ parent surveys/Ofsted report/School Office	FOC or copying cost. Postage if applicable.
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report • Post-inspection action plan 	Prospectus/website/School Office/benchmarking website/Ofsted website/Ofsted report/Head teacher	FOC or copying cost. Postage if applicable.
Performance management policy and procedures adopted by the governing body.	Head teacher/Clerk to Governors	FOC or copying cost. Postage if applicable.
Performance data or a direct link to it	Head teacher/Senior Teacher	FOC or copying cost. Postage if applicable.
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Head teacher/SIP/SEF	FOC or copying cost. Postage if applicable.
Safeguarding and Child Protection	Website/Head teacher (DSL)/Senior Teacher/SENDSCO	FOC or copying cost. Postage if applicable.
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Governors minutes in office/on computer or loft. Head teacher/Clerk to Governors	FOC or copying cost. Postage if applicable.
Admissions policy/decisions (not individual admission decisions) – where applicable	Prospectus/website/LCC	FOC or copying cost. Postage if applicable.
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Website/School Office/Head teacher/Clerk to Governors/loft	FOC or copying cost. Postage if applicable.

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Website/School Office/Clerk to Governors/loft	FOC or copying cost. Postage if applicable.
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the government. These will include policies and procedures for handling information requests.</p>	School Office or website	FOC or copying cost. Postage if applicable.
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> ○ Information security policies ○ Records retention, destruction and archive policies ○ Data protection (including information sharing policies) 	School Office or website	FOC or copying cost. Postage if applicable.
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include 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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (refer to the ICO document ‘How to complete the Guide to information’).</p>	School Office or website.	FOC or copying cost. Postage if applicable. Fee for datasets to be agreed at time of request.
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	School Office	Copying cost. Postage if applicable.
Curriculum circulars and statutory instruments	Website/Teachers’ minutes/ Governors’ minutes	FOC or copying cost. Postage if applicable.

Disclosure logs	School Office	Copying cost. Postage if applicable.
Asset register	School Office	Copying cost. Postage if applicable.
Any information the school is currently legally required to hold in publicly available registers.	School Office	Copying cost. Postage if applicable.
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Reception area/school office/website	FOC
Breakfast Lunch and After School Club	School Office/website	FOC
Training courses	School Office/website	FOC
Services for which the school is entitled to recover a fee, together with those fees (lettings as per LCC charges)	School Office/website	FOC
School publications, leaflets, booklets and newsletters	Reception Area/School Office/website	FOC
Additional Information This will provide schools 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 and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost 0.0035p
	Photocopying/printing @ 5p per sheet (colour)	Actual cost 0.0320p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		