Publication Scheme

Guide to information available from Pevensey & Westham C.E Primary School under the model publication scheme

Date	**January 2025**
Review Date	**January 2027**
Approved by	**R Smith**
Model ICO policy	**Version 1.2**

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme th at has been approved by the Information Commissioner.
There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (I CO).
Schools must adopt the ICO's model scheme and make it publicly available.
View the ICO's model publication scheme
https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf

Schools should publish a guide to information alongside the publication scheme.
The guide should specify:

- the documents available
- the format of the documents
- any charges made for the information

The scheme covers information already published and information which is to be published in the future. If the information in our publication scheme is not available for you on our website to download and print off, then hard copies can be made available through the contact details set out below.

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

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

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, or letter. Contact details are set out below.
Email: office@pevenseyschool.org.uk
Tel: 01323 762269
Contact Address: Pevensey & Westham C.E Primary School, 86 High Street, Westham, Pevensey, East Sussex BN24 5LP
To help us process your request quickly clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)
If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

Paying for information
Information published on our website is free, although you may incur charges from your internet provider. If you do not have internet access, you can access our website using a local library or internet cafe.

Single copies of information covered by this publication are provided free unless stated otherwise under 'Schedule of Charges' below. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts (current information only)		
Contact details for the school and email address (if used). Where possible, named contacts with telephone number and email address	Website	Free
Head teacher's contact details	Website	Free
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	Website	Free
Business & Pecuniary interest of Governors	Website	Free
Instrument of Government	Hard Copy: Contact School Office	6p per page
School prospectus	Website/Hard copy	Free
School session times and term dates	Website	Free
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Annual budget and financial statements	Hard Copy: Contact School Office	6p per page
Capital funding	Hard Copy: Contact School Office	6p per page
Additional funding	Hard Copy: Contact School Office	6p per page
Financial Audits reports	Hard Copy: Contact School Office	6p per page
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard Copy: Contact School Office	6p per page
Pay Policy	Hard Copy: Contact School Office	6p per page
Governors' allowances	Hard Copy: Contact School Office	6p per page
Procurement and contracts we have entered into	Hard Copy: Contact School Office	6p per page
Details of any premiums we receive such as Pupil premium.	Website	Free

Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
Latest reports from regulators (Ofsted / Diocese) - Summary - Full report - Post-inspection action plan	Website	Free
Exam and assessment results	Hard Copy: Contact School Office	6p per page
Performance tables	Website	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy: Contact School Office	6p per page
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions *(eg application numbers/patterns of successful applicants, including criteria on which applications were successful)*	Website	Free
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard Copy: Contact School Office	6p per page
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website	Free
Safeguarding and child protection, including protecting children's personal data	Website	Free
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Website	Free
Policies and procedures relating to recruitment and human resources	Hard Copy: Contact School Office	6p per page

Special educational needs	Website	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website	Free
Pay Policy	Hard Copy: Contact School Office	6p per page
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and policies)	Hard Copy: Contact School Office	6p per page
Charging and remissions policy	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard Copy: Contact School Office	6p per page
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard Copy: Contact School Office	6p per page
Asset register and Information Asset register	Hard Copy: Contact School Office	6p per page
Any information we are currently legally required to hold in publicly available registers	Hard Copy: Contact School Office	6p per page
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		
Extra-curricular activities	Website / Hard Copy: Contact School Office	Free/6p per page
Out of school/clubs	Website	Free
Services for which we are entitled to recover a fee, together with those fees	Hard Copy: Contact School Office	6p per page
Requests for paper copies of information	Hard Copy: Contact School Office	6p per page
Our publications, leaflets, books and newsletters	Website Hard Copy: Contact School Office	Free/6p per page

Schedule of charges

All charges to be calculated dependant on how many copies are made based on the prices below (these prices are based on costs at the time of print and can vary depending on a change in cost per copy, postage costs and paper costs). There is no cost for obtaining the information from the website.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	Charge
Disbursement cost	Photocopying @ 6p per sheet (black & white)	Actual cost *	6 pence per sheet
	Photocopying @ 15p per sheet (colour)	Actual cost	15 pence per sheet
	Postage	Actual cost of Royal Mail standard 2nd class – will vary depending on size of package	Varying – depending on size of package, costs start at 68p

* the actual cost incurred