

## STOKE NEWINGTON SCHOOL

### PUBLICATION SCHEME (FREEDOM OF INFORMATION)

This publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.

#### **Classes of information**

##### **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**

The authority 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 a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

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 an authority 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 the authority for routinely published material will be justified and transparent and kept to a minimum.

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 a public authority 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



## Freedom of Information

### Guide to information available from Stoke Newington School under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only</p>	(hard copy sent via e-mail wherever possible)	
Who's who in the school	Website Hard Copy	Free Free
Who's who on the governing body and the basis of their appointment	Website Hard Copy	Free Free
Instrument of Government	Website Hard Copy	Free Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Free
School prospectus	Hard Copy	Free
Staffing structure	Hard Copy via e-mail	Free
School session times and term dates	Website	Free

<b>Class 2 – What we spend and how we spend it</b>			
Current and previous financial year as a minimum			
Annual budget plan and financial statements	Hard copy		Free
Capitalised funding	Hard copy		Free
Additional funding	Hard copy		Free
Procurement and projects	Hard copy		Free
Pay policy	Web site		Free
	Hard copy		Free
Staffing and grading structure	Hard copy		Free
Governors' allowances	Hard copy		Free
<b>Class 3 – What our priorities are and how we are doing</b>			
Current information as a minimum			
School profile			
<ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>The latest Ofsted report (Summary &amp; Full report)</li> </ul>	Hard copy Web Site Hard copy		Free Free
Performance management policy and procedures adopted by the governing body.	Web site Hard copy		Free Free
Schools future plans	Web site Hard copy Newsletter		Free Free Free
Every Child Matters – policies and procedures	Website Hard Copy		Free 10p per sheet if over 50 sheets

<b>Class 4 – How we make decisions</b>		
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Available from the Learning Trust	
Agendas of meetings of the governing body.	Available from the Learning Trust	
Agendas of sub-committees	Hard copy	Free
Minutes of governing body meetings – nb this will exclude information that is properly regarded as private to the meetings.	Available from the Learning Trust	
Minutes of sub-committee meetings – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	Free
<b>Class 5 – Our policies and procedures</b>		
Current information only		
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Website Hard Copy	
		Free 10p per sheet if over 50 sheets

<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Website Hard Copy</p>	<p>Free 10p per sheet if over 50 sheets</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Website Hard Copy</p>	<p>Free Free</p>
<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>Website Hard Copy</p>	<p>Free Free</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Hard copy</p>	<p>10p per sheet if over 50 sheets</p>
<p>Any information the school is currently legally required to hold in publicly available registers (<b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b>)</p>		

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
<p>Current information only</p>		
<p>Extra-curricular activities</p>	<p>Website Hard copy</p>	<p>Free Free</p>
<p>Out of school clubs</p>	<p>Website Hard copy</p>	<p>Free Free</p>
<p>School publications</p>	<p>Website Hard copy</p>	<p>Free Free</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard copy</p>	<p>Free</p>
<p>Leaflets books and newsletters</p>	<p>Website (some) Hard copy</p>	<p>Free Free</p>

**Contact details:**

Telephone: 020 7241 9600  
 e-mail: admin@sns.hackney.sch.uk

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost including paper & copy costs, staff time, postage & packing
	Photocopying/printing (colour)	Not available
	Postage	Not charged or included in copy costs