

## Freedom of Information Act 2000

### **Introduction: the development of a Publication Scheme**

Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1st January 2011, academies.

In order to comply with the requirements of the Act, the publication scheme covers the Trust's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by schools in the Trust and falls within the classifications below.
- To specify the information that is held by the Trust 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 Trust 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.

All information in the Publication Scheme is available in paper form.

### **Categories of Information Published**

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the individual school's websites and is categorised in 'Classes' as outlined later in this Scheme.

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 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 by email, letter or fax.

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

## **Contact details**

**e-mail:** [office@bramley.surrey.sch.uk](mailto:office@bramley.surrey.sch.uk)

**Tel:** 01483 892346

**Address:**

Bramley C of E Infant and Nursery School

Birtley Road

Bramley

Surrey

GU5 0HX

Please make the subject of your request "**PUBLICATION SCHEME REQUEST**".

## **Class 1 – Who we are and what we do**

Organisational information, structures, locations and contacts.

Instrument of government or articles of association	Website - <a href="https://www.bramley.surrey.sch.uk/about-us/local-committee">https://www.bramley.surrey.sch.uk/about-us/local-committee</a>
School prospectus and curriculum	Website - <a href="https://www.bramley.surrey.sch.uk/">https://www.bramley.surrey.sch.uk/</a>
Governing body	Website - <a href="https://www.bramley.surrey.sch.uk/about-us/local-committee">https://www.bramley.surrey.sch.uk/about-us/local-committee</a>
Information about and duties of the governors	Website - <a href="https://www.bramley.surrey.sch.uk/about-us/local-committee">https://www.bramley.surrey.sch.uk/about-us/local-committee</a>
School session times and term dates	Website - <a href="https://www.bramley.surrey.sch.uk/main-school/term-dates-and-school-hours">https://www.bramley.surrey.sch.uk/main-school/term-dates-and-school-hours</a>
Location and contact information	Website - <a href="https://www.bramley.surrey.sch.uk/contact-us">https://www.bramley.surrey.sch.uk/contact-us</a>

## **Class 2 – What we spend and how we spend it**

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

Annual budget plan and financial statements	Hard copy
Annual budget plan and financial statements	Hard copy
Staff pay and grading structures	Hard copy
Expenditures	Hard copy
Capital funding	Hard copy

Financial audit reports	Hard copy
Staff allowances and expenses	Hard copy
Procurement and contracts	Hard copy

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews.</p>	
Performance data supplied to the government	Website - <a href="https://www.bramley.surrey.sch.uk/key-information/pupil-outcomes">https://www.bramley.surrey.sch.uk/key-information/pupil-outcomes</a>
Latest Ofsted report	Website - <a href="https://www.bramley.surrey.sch.uk/key-information/ofsted">https://www.bramley.surrey.sch.uk/key-information/ofsted</a>
Performance management information	Hard Copy
Exam and assessment results	Website - <a href="https://www.bramley.surrey.sch.uk/key-information/pupil-outcomes">https://www.bramley.surrey.sch.uk/key-information/pupil-outcomes</a>
Performance tables	<a href="https://www.gov.uk/school-performance-tables">https://www.gov.uk/school-performance-tables</a>

<p><b>Class 4 – How we make decisions</b></p> <p>Decision-making processes and records of decisions.</p>	
Admissions policy and decisions	Website: <a href="https://www.bramley.surrey.sch.uk/key-information/main-school-admissions">https://www.bramley.surrey.sch.uk/key-information/main-school-admissions</a>

Minutes of meetings of the governing body and its committees	Hard Copy
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**Class 5 – Our policies and procedures**

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

School policies and other documents	Website – <a href="https://www.bramley.surrey.sch.uk/key-information/policies">https://www.bramley.surrey.sch.uk/key-information/policies</a>
Records management, personal data and access to information policies	Hard Copy
Equality and diversity	Website – <a href="https://www.bramley.surrey.sch.uk/key-information/equality-objectives">https://www.bramley.surrey.sch.uk/key-information/equality-objectives</a>
Safeguarding and child protection	Website – <a href="https://www.bramley.surrey.sch.uk/key-information/policies">https://www.bramley.surrey.sch.uk/key-information/policies</a>
Pay policy	Hard Copy
Health and safety	Hard Copy
Policies and procedures for human resources and the recruitment of staff	Hard Copy
Complaints procedures, including for dealing with parental complaints	Website – <a href="https://www.bramley.surrey.sch.uk/key-information/policies">https://www.bramley.surrey.sch.uk/key-information/policies</a>
Charging regimes and policies	Website – <a href="https://www.bramley.surrey.sch.uk/key-information/policies">https://www.bramley.surrey.sch.uk/key-information/policies</a>

**Class 6 – Lists and Registers**

Curriculum circulars and statutory instruments	Website – <a href="https://www.bramley.surrey.sch.uk/curriculum-and-learning/curriculum">https://www.bramley.surrey.sch.uk/curriculum-and-learning/curriculum</a>
Asset register	Hard Copy
Disclosure logs	Hard Copy

<p><b>Class 7 – The services we offer</b></p> <p>Information about the services the school provides including leaflets, guidance and newsletters.</p>	
Extra-curricular activities	<b>Website:</b> <a href="https://www.bramley.surrey.sch.uk/main-school/clubs">https://www.bramley.surrey.sch.uk/main-school/clubs</a>
Out of school clubs	Newsletters – <a href="https://www.bramley.surrey.sch.uk/main-school/weekly-newsletters">https://www.bramley.surrey.sch.uk/main-school/weekly-newsletters</a>
School publications	Newsletters – <a href="https://www.bramley.surrey.sch.uk/main-school/weekly-newsletters">https://www.bramley.surrey.sch.uk/main-school/weekly-newsletters</a>
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy
Leaflets, booklets and newsletters	Newsletters – <a href="https://www.bramley.surrey.sch.uk/main-school/weekly-newsletters">https://www.bramley.surrey.sch.uk/main-school/weekly-newsletters</a>