



Freedom of Information Scheme

	Signature	Date
Chair of Governors	A. Fortgang	26/01/24
Headteacher	H. England	26/01/24
Committee Approval		26 January 2024
Next Review Date		Spring 2025

The governing body is responsible for maintenance of this scheme.

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

The Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) requires all public authorities (including schools) to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, with effect from 1 January 2009. The model commits a public authority to *'produce and publish the method by which the specific information will be available so that it can easily be identified and accessed by members of the public.'*

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 in paper form with selected information available on the website.

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

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

2. 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 5 of this scheme.

The classes of information that we undertake to make available are organised into six broad topic areas:

1. Who we are and what we do	<i>Organisational information, structures, locations and contacts</i>
2. What we spend and how we spend it	<i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</i>
3. What are our priorities and how are we doing	<i>Strategies and plans, performance indicators, audits, inspections and reviews</i>
4. How we make decisions	<i>Decision making processes and records of decisions</i>
5. Our policies and procedures	<i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>
6. Lists and registers	<i>Currently maintained lists and registers only</i>
7. The services we offer	<i>Information about the services we offer, including leaflets, guidance, newsletters.</i>

3. 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.

Website: www.newtown.education

Email: office@newtown.education

Tel: 01494 783713

Contact Address: Newtown School, Berkhamstead Road, Chesham, HP5 3AT

To help us process your request quickly, please clearly mark any correspondence **“FOI PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for is not available via the scheme you can still contact the school to ask if we have it.

4. 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.

Type of charge	Description	Basis of charge	Cost
Disbursement cost	Black and white photocopying / printing	Cost to school	1p per sheet
	Colour photocopying / printing	Cost to school	3p per sheet
	Postage	Actual cost to school	Cost of 2 nd class stamp

5. Classes of Information Currently Published

Information required	How can the information be obtained?	Cost
1. Who we are and what we do		
Who’s who on the school staff	Website	As section 4
Who’s who on the Governing body	Website	As section 4
Instrument of Governance	Hard copy in school	As section 4
Contact details for Headteacher and Governing Body	From school office	As section 4
Staffing structure	Website	As section 4
School prospectus information	Website	As section 4
School session times and term dates	Website	As section 4
2. What we spend and how we spend it		
Annual budget and financial statements	Hard copy in school	As section 4
Pay Policy	Hard copy in school	As section 4
Staffing structure and grading allowances	Hard copy in school	As section 4
3. What our priorities are and how we are doing		
Latest Ofsted report	Website	As section 4
Vision and strategic plan	Website	As section 4
School development plan	Website	As section 4
Performance information (anonymised)	Website	As section 4

Headteacher's reports to governors	Hard copy in school	As section 4
4. How we make decisions		
Formal governing body meeting minutes	Website	As section 4
Governors committee meeting minutes	Website	As section 4
Leadership meeting minutes	Hard copy in school	As section 4
5. Our policies and procedures		
Behaviour and Safety policies		
Anti-bullying	Website	As section 4
Behaviour and Discipline	Website	As section 4
Children missing in education protocol	Website	As section 4
Child Protection	Website	As section 4
Children's Attendance	Website	As section 4
Dealing with Racist Incidents	Website	As section 4
Educational Visits	Website	As section 4
Emergency Plan and Business Continuity	Hard copy in school	As section 4
Health and Hygiene	Website	As section 4
Health and Safety	Website	As section 4
Supporting Children with Medical Conditions	Website	As section 4
Finance and Personnel policies		
Appraisal and Capability	Hard copy in school	As section 4
Charging and Remissions	Website	As section 4
Code of Conduct	Website	As section 4
Lettings	Hard copy in school	As section 4
Management of Allegations against Staff	Hard copy in school	As section 4
Pay Policy	Hard copy in school	As section 4
Safer Recruitment	Website	As section 4
School Financial Value Standard and Assurance	Hard copy in school	As section 4
Staff Discipline, Conduct and Grievance	Hard copy in school	As section 4
Volunteers	Hard copies in school	As section 4
All other HR policies adopted straight from Bucks CC	Hard copies in school	As section 4
Strategic Policies		
Admissions	Website	As section 4
Complaints	Website	As section 4
Data Protection	Website	As section 4
Freedom of Information	Website	As section 4
Governor Visits	Hard copy in school	As section 4
Instrument of Governance	Hard copy in school	As section 4
Whistleblowing	Website	As section 4
Teaching and Learning Policies		
Accessibility Plan	Website	As section 4
Assessment and Reporting	Website	As section 4
Collective Worship	Website	As section 4
Continuing Professional Development	Hard copy in school	As section 4
Curriculum	Website	As section 4
Equalities and Cohesion	Website	As section 4
Home-School Agreement	Website	As section 4
Homework	Website	As section 4
ICT Acceptable Use by Staff and Pupil agreements	Website	As section 4
Looked After Children	Website	As section 4

Marking	Website	As section 4
Parent Partnership	Website	As section 4
Primary Sports Premium	Website	As section 4
Pupil Premium Grant	Website	As section 4
Special Educational Needs	Website	As section 4
Sex and Relationships Education	Website	As section 4
Teaching and Learning	Website	As section 4
Records Management and Personal Data Policies		
Information Security	Hard copy in school	As section 4
Records Retention, Destruction and Archive	Hard copy in school	As section 4
6. Lists and Registers		
Asset Register	Hard copy in school	As section 4
Disclosure and Barring log	Hard copy in school	As section 4
7. The Services we offer		
Before and After School Club	Website	As section 4
Extra-Curricular Clubs	Website	As section 4
Parent Information Booklets	Website	As section 4
Leaflets and Newsletters	Website	As section 4

6. 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 and if this is not resolved then addressed to the Chair of Governors.

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