



Be the best you can be!

Publications Scheme

SPRING 2020

Manager

Mrs J. Hill

Review Date – SPRING 2023

This is Gayton Junior School's Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Board 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.

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. Aims and Objectives

Here at Gayton Junior School, we aim to:

- build self-confidence and provide a wide range of experiences designed to encourage children to make safe and healthy choices;
- to develop happy, inquisitive, enthusiastic learners who are not afraid to make mistakes and learn from them;
- develop socially adept and articulate children with an awareness of the world and a respect and tolerance for others;
- prepare children for the next stage in their lives with a range of high quality literacy, numeracy, computing and life skills.

This publication scheme is a means of showing how we are pursuing these aims.

3. Published Information

The publication scheme (see Appendix) guides you to information which we currently publish (or have recently published) or which we will publish in the future. Some information will be judged as confidential and cannot be shared.

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, or you can visit our website at <https://gaytonj.derby.sch.uk>.

Email : admin@gaytonj.derby.sch.uk

Tel: (01332) 760372

Address: Gayton Junior School, Gayton Avenue, Littleover, Derby DE23 1GA

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

If the information you are 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.

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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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 we will let you know the cost before fulfilling your request. Where there is a charge, this will be identified.

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:

Mrs J. Hill (Headteacher).

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

Appendix - Gayton Junior School: Publication Scheme

This is a list of information we hold. Not all will be released as part of a Freedom of Information request. All requests will be considered in line with our policy and obligations.

Information available	How the information can be obtained	Charge
Information, structure, locations and contacts Current information only		
Who's who at Gayton	Website	No charge
Governing board – names and details of the governors and the basis of their appointment	School website	No charge
Instrument of Government – Funding Agreements	DfE website	No charge
Staffing structure	School website	No charge
School Session times, term dates and holidays	School website	No charge
Location & Contact information – address, telephone numbers & website	School website	No charge
Contact details for the Headteacher and the Governing Board	School website	No charge
School Prospectus	School website (paper copies are available)	No charge

Information available	How the information can be obtained	Charge
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Minimum of current and the previous two years financial year)		
Annual financial statements, capital funding and income generation for prior years	Paper copy	No charge
Statutory Accounts	Companies House website	No charge
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Electronic copy by request	No charge
Procurement and contracts, subject to the commercial/confidential public interest test	Electronic copy by request	No charge
Pay Policy – statement on general procedures	Paper copy	No charge
Staff grading and structure	Paper copy	No charge
Governors' allowances – details if allowances/expenses that can be claimed/incurred	Paper copy	No charge

Information available	How the information can be obtained	Charge
<p align="center">Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum</p>		
<p align="center">School Profile: Government supplied data Latest OFSTED report Test results</p>	<p align="center">DfE Website OFSTED Website School Website</p>	<p align="center">No charge</p>
<p align="center">Performance Management policy and procedures</p>	<p align="center">Paper copy</p>	<p align="center">No charge</p>
<p align="center">School Development plans</p>	<p align="center">Paper copy</p>	<p align="center">No charge</p>
<p align="center">Safeguarding policies and procedures</p>	<p align="center">Paper copy & School Website</p>	<p align="center">No charge</p>

Information available	How the information can be obtained	Charge
<p align="center">Decision making processes and records of decisions Current and previous three years as a minimum</p>		
<p align="center">Admissions policy and decisions (not individual decisions)</p>	<p align="center">School Website</p>	<p align="center">No charge</p>
<p align="center">Governing Board meeting minutes (excluding information that is properly regarded as confidential to the meeting)</p>	<p align="center">School Website – full governing board minutes Paper copies of committee meetings on request</p>	<p align="center">No charge</p>

Information available	How the information can be obtained	Charge
<p align="center">Current written protocols, policies and procedures for delivery our services and responsibilities</p> <p align="center">Current information as a minimum</p>		
<p>Policies including:</p> <p>Charging and Remissions policy</p> <p>Health & Safety Policy</p> <p>Complaints Policy</p> <p>Single Equalities Policy</p> <p>Safer Recruitment Policy</p> <p>Education Child Protection Safeguarding Policy</p> <p>SEND Policy</p> <p>Pupil and curriculum policies including:</p> <p>Behaviour Management Policy</p> <p>Curriculum Policy</p> <p>Relationships and Sex Education Policy</p> <p>Accesssibility Policy</p> <p>E-Safety Policy</p>	<p align="center">School Website</p>	<p align="center">No charge</p>

Information available	How the information can be obtained	Charge
<p>Procedures and Policies Current information as a minimum</p>		
<p>Records Management and Personal Data Policies: Data Retention Policy policies Data Protection Policy</p>	<p>Paper copy/School Website</p>	<p>No charge</p>
<p>Charging and Remissions Policy: includes details of any statutory charging regimes – charges made for information routinely published. Clearly stating what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>School Website</p>	<p>No charge</p>

Information available	How the information can be obtained	Charge
Lists and Registers only		
Curriculum circulars and statutory instruments	Paper copy	Photocopying charges
Disclosure Logs	In school	No charge
Asset Register	In school	No charge
Any information the school are currently legally required to hold in publicly available registers	Paper copy	Photocopying charges
Information services Currently information only		
Extra-curricular activities Out of School Clubs	School website	No charge
School publications	School website	No charge
Services for which the school is entitled to recover a fee, together with those fees	School website	No charge
Leaflets, booklets and newsletters	School website	No charge