



The Cowplain School

Work hard. Enjoy learning. Achieve highly.

Publication Scheme

Adopted: Spring 2017

Review date: Spring 2021

Section 1

1.1 Aims of the Policy

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this the school must produce a Publication Scheme, setting out:

- The information which the school publishes or intends 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 the school's Publication Scheme is either available for you on our website to download and print off or available in paper/electronic form.

Some information which the school holds may not be made public, for example personal information.

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

1.2 Rationale

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

As a result of the Publication Scheme Development and Maintenance Initiative the Information Commission Office (ICO) has introduced a model publication scheme that all public sector organisations should adopt from 1 January 2009. The Governing Body is responsible for maintenance of this scheme.

Section 2

Freedom of Information - Guide to information available from Cowplain Community School under the model publication scheme

2.1 Categories of information published

The Publication Scheme guides you to information which the school currently publishes (or has recently published) or which the school will publish in the future.

Details of information available is held in Section 3.

2.2 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 www.cowplainschool.co.uk

2.3 Contact Address

The Cowplain School
Hart Plain Avenue
Cowplain Waterlooville PO8 8RY

Tel: 023 9261 2020

Fax: 023 9261 2030

Email: office@cowplainschool.co.uk

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 is not available via the Scheme and is not on the website, you can still contact the school to ask if we have it.

2.4 Paying for information

Information published on the school website or provided electronically is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access the website using a local library or an Internet café.

If your request means that the school 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 the school will let you know the cost before fulfilling your request.

Section 3

Guide to information available from The Cowplain School under the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	
(Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school – Full Staff List	Website
Who's who on the Governing Body and the basis of their appointment – List of Governing Body	Electronic
Instrument of Government	Website and Hard Copy
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address)	Website and Hard Copy
School Prospectus	Electronic and Hard Copy
Annual Report	Electronic and Hard Copy
Staffing structure	Electronic and Hard Copy

Information to be published	How the information can be obtained
Class 2 – What we spend and how we spend it	
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum	
Annual budget plan and financial statements	Electronic and Hard Copy
Capitalised funding	Electronic and Hard Copy
Additional funding	Electronic and Hard Copy
Procurement and projects	Electronic and Hard Copy
Pay policy	Website and Hard Copy
Staffing and grading structure	Electronic and Hard Copy
Governors' allowances	Electronic and Hard Copy

Information to be published	How the information can be obtained
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	
School profile	Electronic and Hard Copy
Government supplied performance data	Electronic and Hard Copy
The latest Ofsted report	Electronic and Hard Copy
Performance Management Policy and procedures adopted by the Governing Body.	Website and Hard Copy
School's future plans	Electronic and Hard Copy

Information to be published	How the information can be obtained
Class 4 – How we make decisions	
(Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	Website and Hard Copy
Agendas of meetings of the governing body and (if held) its sub-committees	Electronic and Hard Copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	Electronic and Hard Copy

Information to be published	How the information can be obtained
Class 5 – Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Charging and Remissions	Website and Hard Copy
Health and Safety	Website and Hard Copy
Complaints Procedure	Website and Hard Copy
Discipline and Grievance	Website and Hard Copy
Freedom of information	Website and Hard Copy
Equality and Diversity (including Equal Opportunities)	Website and Hard Copy
Home-school Agreement	Website and Hard Copy
Curriculum	Website and Hard Copy
Sex and Relationships Education	Website and Hard Copy
Special Educational Needs	Website and Hard Copy
Accessibility	Website and Hard Copy
Behaviour Policy	Website and Hard Copy
Data Protection Policy	Website and Hard Copy
Charging Regimes and Policies. 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.	Electronic and Hard Copy

Information to be published	How the information can be obtained
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	Electronic and Hard Copy
Disclosure logs	Electronic and Hard Copy
Asset Register	Electronic and Hard Copy
Any information the school is currently legally	

required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	
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Information to be published	How the information can be obtained
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	Electronic and Hard Copy
Out of school clubs	Electronic and Hard Copy
School publications	Electronic and Hard Copy
Services for which the school is entitled to recover a fee, together with those fees	Electronic and Hard Copy
Leaflets books and newsletters	Electronic and Hard Copy

Information to be published	How the information can be obtained
Additional Information	
This will provide schools with the opportunity to publish information that is not itemised in the lists above.	

References

Freedom of Information Act 2000

Monitoring, Evaluation and Review

- The Policy is reviewed every year by the Senior Leadership Team and Governors as part of the self evaluation cycle. Appropriate action is taken if changes are required.

A full copy of the School's Publication Scheme is available on line at www.cowplainschool.co.uk

Date Reviewed and	Spring 2017	Reviewed by:	NBT	Next Review:	Spring 2021
Summary of changes made:	New format				