



Rhydri Primary School

Freedom of Information Publication Scheme

This policy should be read in conjunction with the school's Data Protection policy, the 'Freedom of Information Act' (2000) and The Information Commissioner's Office (ICO) guide for schools in Wales (version 3).

Introduction

This document is based upon the guidance issued to schools by the Information Commissioner (ICO), (Version 3). The school will make the information detailed in this document available unless:

- The school does not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- The information is readily and publicly available from an external website. Such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine release.

The school endeavours to provide as much information as possible on a routine basis.

The person responsible for maintenance of this scheme is:

Mr Paul Warren - Headteacher

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 that they will make public.

To achieve this, the school must produce a publication scheme, setting out:

- The classes of information which the school will publish, or intend to publish;
- The manner in which the information will be published;
- Whether the information is available free of charge or on payment.

How to Request Information

You can request a copy of the information you require from the contact detailed below:

Address:

Rhydri Primary School

Rudry

Caerphilly

CF83 3DF

Email: rhdp@caerphilly.gov.uk

Tel: 029 20 852525

To help the school process the request as quickly as possible, please clearly mark any correspondence, **PUBLICATIONS SCHEME REQUEST** in bold capitals.

The guide listed in this document lists the different ways that information can also be accessed. This includes the school website address:

www.rhydriprimary.com

In addition, some information can be accessed via Caerphilly LA:

Freedom Of Information Request

Ty Penallta

Tredomen Park,

Ystrad Mynach,

Hengoed

CF82 7PG

Paying For Information

Single copies of information covered in this publication scheme are provided free of charge. To minimise cost, information may be presented in a digital format.

Appeals

Should the application for information be refused, the request can proceed through the appeals process.

The first point of contact would be:

Mrs Judith Rees - Chair Of Governors

Following an investigation of the issue, the Governing Body will either support or deny the request. The applicant is then entitled to contact:

The Complaints Officer

Ty Penallta

Tredomen Park,

Ystrad Mynach,

Hengoed

CF82 7PG

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use. If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works. The Datasets Code of Practice recommends that public authorities make datasets available for

re-use under the Open Government Licence. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Outline of Information - Information about the School and its Purpose

1. Organisational information, structures, locations and contacts.

Instrument of Government	The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. This document is available on request.
School prospectus	The contents of the school prospectus and curriculum. Access to the prospectus is available to anyone via the school website.
An outline of the school curriculum	Outlined in the school's Teaching and Learning and Curriculum Policy. Available via the school's website.
Governors' Annual Report to parents	Access to this document is available to anyone via the school website.
Governing Body	The names of the governors are available, and the basis on which they have been appointed, along with details of how to contact them via the Annual Report to Parents on the school website.
School session times and term dates	Details of school session times and dates of school terms and holidays are available on request.
Location and contact information	The address, telephone number, email address and website for the school together with the names of key personnel are available via the school brochure on the school website.

2. Financial Management

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

Annual budget plan and financial statements	<p>Details of the sources of funding and income provided to the school and the school's annual income and expenditure returns. This is available via the Annual report to Parents available on the school website.</p> <p>Details of items of expenditure over £5000, including costs, supplier and transaction information. This information is available on request.</p>
Capital funding - Information on major plans for capital expenditure	Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts. This information is available via Caerphilly LA.
Financial audit reports	Available on request.

Procurement and contracts	<p>Details of procedures used for the acquisition of goods and services. This is available on request.</p> <p>Details of contracts that have gone through a formal tendering process. This is available via Caerphilly LA.</p>
Pay policy	The statement of the school's policy and procedures regarding teachers' pay. Available on request.
Staff allowances and expenses	Details of the allowances or expenses that can be incurred or claimed. It will include the total of the allowances and expenses paid to individual staff members by reference to categories. This information will be produced in line with the school's policies, practices and procedures and will include travel, subsistence and accommodation. Available on request.
Staff pay and grading structures	The names and positions of all staff of the school, and how they may be contacted via the school. This will be provided as part of the organisational structure and will include, as a minimum, the salaries for senior staff. The salaries will be stated in bands of £10,000. For more junior posts, levels of pay will be identified by salary range. This information is available on request.
Governors' allowances	Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors. This information is available on request.

** For the purpose of this document, "senior staff" means staff on the Senior Management or Leadership Team or equivalent level.

3. School Priorities and Performance

Strategies and plans, performance indicators, audits, inspections and reviews.

School profile	<ul style="list-style-type: none"> a) Performance data supplied to the Welsh Government - see Publishing datasets for re-use section. b) Estyn report - available via school website c) post-Estyn action plan (available on school website following the next Estyn inspection) d) Successes during the year; areas of improvement (available through newsfeed on school website) e) Efforts to meet the individual needs of every child; pupils' health, safety and support and links with parents and the community (school development plan available on request, other information via newsfeed on school website)
Performance management information	Performance management policy and procedures adopted by the governing body. Available on request.

The school's future plans	Any major proposals for the future of the school involving, for example, consultation on a change in school status. Available via Caerphilly LA.
Safeguarding and child protection	The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with any guidance issued by the Welsh Government. Available on the school website.

4. Decision Making

Admissions policy	The school's admission arrangements and procedures, together with information about the right of appeal. Available via Caerphilly LA
Minutes of meetings of the Governing body and its committees	Minutes, agendas and papers considered at such meetings will be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting. Available on request.

5. Policies and Procedures

Current written protocols, policies and procedures for delivering services and responsibilities.	This will include, as a minimum, policies, procedures and Schools that the school is required to have by statute or by the Welsh Government or by its funding agreement or equivalent. This information will include the required policies listed in the Department for Education and Skills publication "The school governors' guide to the law". The majority of these policies are available via the school website. Other policies are available on request.
Records management and personal data policies	This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies. Available on request.
Equality and diversity	This will include policies, schemes, statements, procedures and guidelines relating to equal opportunities. The documents are available on request.
Policies and procedures for the recruitment of staff	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
Charging regimes and policies	Charging policy available on request.

6. Lists and Registers

Curriculum circulars and statutory instruments	Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda
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	sent to the Head Teacher/Governing Body concerning the curriculum. Available on request.
Disclosure logs	If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. No current disclosure log in place. However, will be created as an outcome of any requests.
Asset register	This document is available on request.

7. The Services the School Offers

Information about the services the school provides including leaflets, guidance and newsletters.	<p>This may relate to information covered above. Examples of services that could be included here are:</p> <ul style="list-style-type: none"> - Extra-curricular activities - Out of school clubs - School publications - Leaflets, booklets and newsletters <p>The majority of these documents are available on the school website. Other information is available on request.</p>
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Policy written by Headteacher
Paul Warren

To be reviewed in September 2019
or as necessary, in accordance with the Freedom of Information Act (2000) or guidance provided by the Information Commissioners Office.

Signed by Chair of Governors

Judith Wright Rees