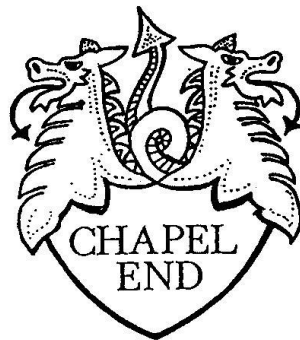


**Chapel End Infant School
&
Early Years Centre**



**Publication Scheme
2017**

Updated: January 2017

Next review: January 2020

Signed: _____ Headteacher

Signed: _____ Chair of Governors

The Model Publication Scheme commits Chapel End Infant School & Early Years Centre to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the School.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the School 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 authority 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.

Classes of Information:

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer:

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.
- Information in draft form.
- 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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. To make a request please write to:

The Chair of Governors

Chapel End Infant School & Early Years Centre

3 Beresford Road

London E17 4LN

(email: school@chapelend-inf.waltham.sch.uk marked FAO Chair of Governors)

| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------|
| Information to be published | How the information can be obtained | |
| Who's who in the school | Prospectus - website | free |
| Who's who on the governing body and the basis of their appointment | Prospectus - website | free |
| Instrument of Government | By request | free |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address) | Website School Prospectus | free |
| School prospectus | Website | free |
| Staffing structure | By request | free |
| School session times and term dates | Website | free |
| Address of school & contact details, including email address | Website | free |

| 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 two financial years as a minimum | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------|
| Information to be published | How the information can be obtained | |
| Annual budget plan and financial statements | Hard copy on request | free |
| Capital funding | Hard copy on request | free |
| Additional funding (Pupil Premium, PE Grant) | Website | free |
| Procurement and projects | By request | free |
| Pay policy | By request | free |
| Staffing and grading structure | By request | free |
| Governors' allowances | Hard copy on request | free |
| Financial Audit reports | By request | free |
| Staff allowances and expenses | Hard copy on request | free |
| Details of expenditure items over £2000. Published at least annually but at more frequent quarterly or six monthly where practicable. | By request | free |

| 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 | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------|
| Information to be published | How the information can be obtained | |
| School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report | website | free |
| Performance management policy and procedures adopted by the governing body. | By request | free |
| Performance data | Website | free |
| Safeguarding & child protection | Website | free |

| Class 4 - How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------|
| Information to be published | How the information can be obtained | |
| Admissions policy/decisions (not individual admission decisions) | Website School prospectus | free |
| Agendas of meetings and minutes of the governing body and (if held) its sub-committees. (NB this will exclude information regarded as private to the meetings) | By request Website School noticeboard | 10p/sheet free free |

| Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------|
| Information to be published | How the information can be obtained | |
| School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety Complaints procedure Discipline and grievance policies Freedom of Information Statement Equality Plan | Website By request Website By request Website Website | free free free free free free |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> Home-school agreement Curriculum PSHE (including sex & relationships education) Special educational needs Accessibility Collective worship Behaviour policy (including anti-bullying) | Website Website Website Website School prospectus (website) Website Website | free free free free free free free |

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------|
| <ul style="list-style-type: none"> • Polices & procedures for the recruitment of staff | by request | free |
| Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention destruction and archive policies • Data protection (including information sharing policies) | Meet with Headteacher to discuss request | free |

| Class 6 - Lists and Registers Currently maintained lists and registers only | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------|
| Information to be published | How the information can be obtained | |
| Curriculum circulars and statutory instruments | Meet with Headteacher to discuss request | 10p/sheet |
| Disclosure logs | By request | 10p/sheet |
| Asset register | By request | 10p/sheet |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | By request | 10p/sheet |

| 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 | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------|
| Information to be published | How the information can be obtained | |
| Extra-curricular activities & school clubs | Website Email letters | free |
| School publications | Website Email School Prospectus Parent noticeboards Newsletters | free |

| Schedule of charges Description of how charges have been arrived at | | |
|-------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------|
| Type of Charge | Description | Basis of Charge |
| Disbursement cost | photocopying/printing @ 10p per sheet (black & white) | 10p/sheet |
| | postage | Royal Mail standard 2 nd class. |

Contact details: Chapel End Infant School & Early Years Centre 020 85271388/85279192

Email: school@chapelend-inf.waltham.sch.uk