



**Publication Scheme on Information Available Under the
Freedom of Information Act 2000**

Policy written	November 2010
Staff Responsible:	J. Fletcher (Headteacher)
Initial discussion with Governors	January 2011
Approval of policy by Governors	
Review Date:	January 2012

The governing body is responsible for maintenance of this scheme.

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 relevant information which is to be published in the future. Information in our publication scheme is **available on our website for you to download and print off or on request from the school office.**

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.

Aims and Objectives

The school aims to:

- *enable every child to fulfil their learning potential, with education that meets the needs of each child,*
- *help every child develop the skills, knowledge and personal qualities needed for life and work,*

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

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 6 of this scheme.

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
April 2008 1 Model Publication Scheme V1.0.
- **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.

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.coppice-school.org.uk**

Email: **headteacher@coppice.biblio.net**
Tel: **01902 558500**
Fax: **01902 558501**
Contact Address: **Coppice Performing Arts School, Ecclestone Road, Ashmore Park,
Wednesfield, Wolverhampton, WV11 2QE**

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

If the information you're 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.

Details of how to contact the school will be published regularly in the School Newsletter and Prospectus.

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 or videos we will let you know the cost before fulfilling your request. Where there is a charge price will be quoted on application.

Guide to Information available from Coppice Performing Arts 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	(Hard copy and/or website)
Who's who in the school	Website/Prospectus
Who's who on the governing body and the basis of their appointment	Hard copy
Instrument of Government	Hard copy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website/Prospectus
School prospectus	Website
School Profile	Online
Staffing structure	Hard copy
School session times and term dates	Website
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	(Hard copy and/or website)
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy
Procurement and projects	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
Governors' allowances	Hard copy

<p>Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(Hard copy or website)
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website
Performance management policy and procedures adopted by the governing body.	Hardcopy
Schools future plans	Hardcopy
Every Child Matters - policies and procedures	Hardcopy
<p>Class 4 - How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(Hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Website and Local Authority Website
Agendas of meetings of the governing body and (if held) its sub-committees	Hardcopy
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meetings.	Hardcopy
<p>Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(Hard copy or website)
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hardcopy
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Website and Hard copy

Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention destruction and archive policies Data protection (including information sharing policies) 	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.	Website and Hard copy

Class 6 - Lists and Registers Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hardcopy and DfE website
Disclosure logs	By request Hard copy
Asset register	By request Hard copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hardcopy

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	(Hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Website
Out of school clubs	Website
School publications	Website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
Leaflets books and newsletters	Website

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	
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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @...p per sheet (black & white)	Actual cost *
	Photocopying/printing @...p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class *
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred by the public authority. This price will be stated in advance of completion of the request.

Our website is at: www.coppice-school.org.uk

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 Fletcher, 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:

*First Contact Team,
Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
SK9 5AF*

Or

Helpline: 0303 123 1113
E Mail: casework@ico.gsi.gov.uk
Website: www.ico.gov.uk