

Publication Scheme

This document gives details on information which Longstone School can make available unless:

- the school does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) 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- the information is archived, out of date or otherwise inaccessible;
- it would be impractical or resource-intensive to prepare the material for routine release.

1. Who we are and what we do

Organisational information, structures, locations and contacts.

Current information on:

- **Instrument of Government / Articles of Association**

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. Academies and Free Schools have Articles of Association instead.

- **School prospectus and curriculum**

The contents of the school prospectus. Once a prospectus has been published and made available to parents, access to it should be available to anyone.

An outline of the school curriculum.

- **Governing Body**

The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school.

- **School session times and term dates**

Details of school session times and dates of school terms and holidays.

- **Location and contact information**

The address, telephone number, email address and website for the school together with the names of key personnel.

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. (Min. of previous two financial years).

- **Annual budget plan and financial statements**

Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.

Details of items of expenditure over £5000, including costs, supplier and transaction information.

- **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 includes any private finance initiative and public-private partnership contracts.

- **Financial audit reports**

- **Procurement and contracts**

Details of procedures used for the acquisition of goods and services.
Details of contracts that have gone through a formal tendering process.

- **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

- **Staff allowances and expenses**

Details of the allowances and expenses that can be incurred or claimed.

- **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 may be provided as part of the organisational structure and can include, the salaries for senior staff.

- **Governors' allowances**

Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

What our priorities are and how we are doing

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

- **Performance data supplied to the government**

- **Latest Ofsted report**

- **Performance management information**

Performance management policy and procedures adopted by the governing body.

- **The school's future plans**

Any major proposals for the future of the school involving, for example, consultation on a change in school status.

- **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 legislation and any guidance issued by the Secretary of State.

How we make decisions

Decision-making processes and records of decisions.

Information in this class will be available at least for the current and previous three years.

- **Admissions policy / decisions**

The school's admission arrangements and procedures, together with information about the right of appeal.

Information on application numbers/patterns of successful applicants (including criteria on which applications were successful) to be published if this information is held by the school.

If the school is not its own admissions authority, it should provide an appropriate link to the local authority.

- **Minutes of meetings of the governing body and its committees**

Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting.

Our policies and procedures

Current written protocols, policies and procedures for delivering services and responsibilities.

Information in this class will be current only.

- **School policies and other documents**

Policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. This information includes the required policies listed on the Department for Education's website. It also includes policies and procedures for handling information requests.

- **Records management and personal data policies**

This includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- **Equality and diversity**

This includes policies, schemes, statements, procedures and guidelines relating to equal opportunities.

- **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**

Details of any statutory charging regimes should be provided. Charging policies 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. If the school charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.

Lists and registers

This information in currently maintained lists and registers only.

- **Curriculum circulars and statutory instruments**

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

- **Disclosure logs**

If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

- **Asset register**

Some information from capital asset registers will be available, if such registers are held.

- **Any information the school is currently legally required to hold in publicly available registers**

The services we offer Information about the services the school provides including leaflets, guidance and newsletters.

Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:

- Extra-curricular activities
- Out of school clubs
- School publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters