

Longfield School

Model Publication Scheme made under the provisions of the Freedom of Information act 2000

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority (including schools) without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority (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 authority 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

1. Who we are and what we do.

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

2. What we spend and how we spend it.

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

3. What our priorities are and how we are doing.

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

4. How we make decisions.

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

5. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

6. Lists and registers.

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

7. 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 a public authority 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.

A copy of this scheme is available on our website www.longfield.darlington.sch.uk or in hard copy from Barbara Shutt, PA to the Headteacher. To obtain a copy please contact Barbara Shutt on 01325 380815 or write to Longfield School, Longfield Road, Darlington, DL3 0HT.

January 2010

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 January 2010

Information routinely Published by Longfield School	How the information can be obtained
<p>Where website is indicated go to www.longfield.darlington.sch.uk otherwise all publications can be obtained from the Headteacher's PA (Barbara Shutt) at either no cost or, where there is a cost, a charge of 10p per A4 sheet will be made.</p>	
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard Copy Staff Handbook and Website – Learning Portal</p>
Who's who in the school	<p>Hard Copy Staff Handbook – Learning Portal</p>
Who's who on the governing body and the basis of their appointment	Hard Copy
Governing Body Decision Planner	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))	Hard Copy
School prospectus	<p>Hard Copy Web-Site</p>
Annual Report	www.schoolprofile.teachernet .
Staffing structure	Hard Copy
School session times and term dates	Website

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard Copy
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	N/A
<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
<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 	<p>Hard Copy Website DCSF website - www.dcsf.gov.uk</p>
Performance Management Policy and procedures adopted by the governing body.	Hard Copy
Schools future plans	Unavailable
Every Child Matters – policies and procedures	Available at www.ecm.gov.uk

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<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>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Hard Copy</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard Copy</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard Copy</p>	
<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>	<p>(Hard copy or website)</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy (Lettings) • Health and Safety • Complaints procedure • Staff conduct policy – Currently under review available early 2010 • Discipline and Grievance Policies • Staffing structure implementation plan • Information request handling policy • Equality and Diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Hard Copy</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Anti-Bullying Policy • Attendance Policy • Behaviour Policy 	<p>Hard Copy</p>	

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<ul style="list-style-type: none"> • Curriculum Policy– Currently under review available early 2010 • Careers Education and Guidance • CCTV System • Child Protection • Collective worship • Continuing Professional Development • Cover • Disability Accessibility • Drugs Policy • Effective use of Data • Equality Plan • Finance and Best Value • Food Policy • Gifted and Talented • Health and Safety • Health Education • Home-school agreement • Homework • ICT and E-Safety Acceptable Use Policy • Induction of New Staff • Information and Communications Technology • Initial Teacher Training • Leave of Absence • Literacy across the curriculum • Mobile Phones • NQT Induction • Off Site Educational Visits • Pay Policy • Physical Activity • Public Examinations • Pupil Learning Support – SEN • Safer Recruitment Practices 	<p>Hard copy</p>	
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<ul style="list-style-type: none">• School Confidentiality• Sex and Relationships Education• Staff Absence• Whole School Marking• Use of Force to Control or Restrain Pupils• Whole School Quality Assurance• Work Related Learning		
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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) 	Unavailable Unavailable Hard Copy and Website	
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.	Please contact Barbara Shutt for details.	
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	Hard Copy	
Disclosure logs	Unavailable	
Asset register	Hard Copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	
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	Hard Copy and Website	
Out of school clubs	Hard Copy and Website	
School publications	Hard Copy and Website	
Services for which the school is entitled to recover a fee, together with those fees	Please contact Barbara Shutt for details.	

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Leaflets books and newsletters	Hard Copy and Website	
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Contact details:

PA to the Headteacher (Mrs Barbara Shutt), Longfield School – A Specialist College, Longfield Road, Darlington, DL3 0HT

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Please contact Barbara Shutt, PA to the Headteacher, for details.	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority