ASKAM VILLAGE SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2024-2027

Approved by[1]	
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Date:	11th February 2024
Review date[2]**:**	February 2027

[1] The Governing Body are free to determine how to implement.
[2] The Governing Body are free to determine review frequency.

REVIEW SHEET

Information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any). We keep this sheet to record updates for our records, but we usually publish only the table.

Version Number	AVS Version Description	Date of Revision
1	Original using Kym Allan version 4	February 2024

Version Number	KAHSC Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Updated to comply with ICO current version of this document	April 2019
4	Updated to reflect ICO Freedom of Information Act 2000: Guide to Information provided by schools under the model publication scheme, Version 4.0 Oct 2021. Schools are advised to consider the template carefully and remove sections which do not apply to their type of setting.	March 2022

Freedom of Information

Guide to information available from Askam Village School under the model publication scheme

We referred to the Information Commissioner's Office (ICO) 'Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme' (v4.0) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
Class 1 - Who we are and what we do Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).	School website www.askamvillageschool.co.uk	Free
Head teacher's contact details.	As above	-
Who's who in the school/academy.	As above	-
Maintained schools only: Who's who on the governing body/board of governors and selection criteria for appointment.	As above	-
Governing body's or board of governors'/trustees' contact details.	As above	-
Instrument of Government/Articles of Association.	As above	-
School/academy session times and term dates	As above	-

Current information to be published	How you can obtain information	Cost
Class 2 – What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.	Hard copy available from the school office upon request	Photocopy charge
Annual budget and financial statements or the academy annual accounts.	Hard copy available from the school office upon request	Photocopy charge
Capital funding.	Hard copy available from the school office upon request	Photocopy charge
Financial audit reports.	Hard copy available from the school office upon request	Photocopy charge
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Hard copy available from the school office upon request	Photocopy charge
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard copy available from the school office upon request	Photocopy charge
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy available from the school office upon request	Photocopy charge
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Hard copy available from the school office upon request	Photocopy charge
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Hard copy available from the school office upon request	Photocopy charge
Details of any premiums we receive such as Pupil premium.	Hard copy available from the school office upon request	Photocopy charge

Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.		

Current information to be published	How you can obtain information	Cost
Latest report from the regulator Ofsted. • Summary • Full report • Post-inspection action plan	https://reports.ofsted.gov.uk/provider/21/112409 Hard copy available from request from the officer	Photocopy charge
Exam and assessment results.	Hard copy available from school office upon request	Photocopy charge
Performance tables	Hard copy available from school office upon request	Photocopy charge
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Hard copy available from school office upon request	Photocopy charge
Our school profile and performance data supplied to the Government (GIAS)	https://wwww.gov.uk/performance-tables	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Hard copy available from school office upon request	Photocopy charge

Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.		
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	www.askamvillageschool.co.uk - policies	Free
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	Hard copy available from school office upon request	Photocopy charge

Current information to be published	How you can obtain information	Cost
Class 5 – Our policies and procedures Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.		
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	www.askamvillageschool.co.uk	Free
Safeguarding and child protection, including protecting children's personal data.	As above	As above
Equality and Diversity.	As above	As above
Policies and procedures relating to recruitment and human resources.	As above	As above
Special educational needs and disability.	As above	As above
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	As above	As above
Pay Policy	Hard copy available from school office upon request	Photocopy charge
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies)	Hard copy available from school office upon request	Photocopy charge

Current information to be published	How you can obtain information	Cost
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	Hard copy available from school office upon request	Photocopy charge
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard copy available from school office upon request	Photocopy charge
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	NA	NA
Disclosure logs i.e., information provided in response to FOIA requests	Available from school office, inspection only	NA
Asset register and Information Asset register	Available from school office, inspection only	NA
Any information we are currently legally required to hold in publicly available registers	Available from school office upon request, depending on sensitivity inspection only	Photocopy charge
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Extra-curricular activities	Hard copy available from school office upon request	Photocopy charge
Out of school clubs	Hard copy available from school office upon request	Photocopy charge
Services for which the school is entitled to recover a fee, together with those fees	Hard copy available from school office upon request	Photocopy charge

Current information to be published	How you can obtain information	Cost
School publications, leaflets, books, and newsletters	Hard copy available from school office upon request	Photocopy charge

Additional Information Any information that is not itemised in the lists above		

Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 0.03p per sheet (black & white)	Actual cost 0.03p
	Photocopying/printing @ 0.3p per sheet (colour)	Actual cost 0.3p
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		