



Freedom of Information Act (2000) Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Priory School without further approval and will be valid until further notice.

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

The scheme commits a school :

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school 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 school 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 school.

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 school 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 school, 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, the school 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 a school 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 school 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.

Guide to Information

How to access the information

Both this publication scheme and most of the information referred to in the Schedule below are available on our website <http://www.priory.e-sussex.sch.uk>. If you do not have Internet access please note that you can access the website free of charge at your local public library.

Please **contact us** if a document is not on the website and you would like to be emailed a copy, or if you would prefer a paper version of any document :

Email : info@priory.e-sussex.sch.uk
Tel : 01273 476231
Fax : 01273 486922
Contact Address : Priory School, Mountfield Road, Lewes BN7 2XN

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST".

Note : If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

Charges

Single copies of documents covered by this publication scheme are provided free of charge whether by email or on paper. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge we will let you know the cost before fulfilling your request.

Schedule of Available Information

Who we are and what we do

- Instrument of Government
- School prospectus
- Governing body names, categories and contact details
- School session times and term dates
- Location and contact information including staff contact details

What we spend and how we spend it

- Annual budget plan and financial statements
- Annual income and expenditure return
- Capital funding
- Additional funding
- Procurement and contracts
- Pay policy
- Staffing and grading structure
- Governors' allowances

What our priorities are and how we are doing

- School profile including Ofsted reports
- Performance management information
- School's future plans
- Every Child Matters / child protection

How we make decisions

- Admissions policy / decisions
- Minutes of meetings of the Governing body and its sub-committees (including agendas and supporting papers, but with the exception of information that is properly considered to be private to the meeting)

Our policies and procedures

- Attendance Management
- Access to Personal File
- Anti-Bullying
- Arts
- Assessment, Recording & Reporting
- Attendance
- Behaviour
- Careers Education & Information

- CCTV
- Charging & Remissions
- Child Protection
- Citizenship Education (PHSE)
- Collective Worship
- Community Cohesion
- Complaints
- Cover
- Curriculum
- Data Protection and E-Safety
- Dignity at Work
- Educational Visits
- Exams
- Gifted & Talented
- Governors Expenses
- Health & Safety
- Health & Safety PE Area
- Health & Safety Technology Area
- Healthy Schools (Nutritional Standards)
- Home School Communication
- Home-School Agreement
- Homework
- Incidents Reporting
- International Dimension
- Leave of Absence Support Staff
- Leave of Absence Teaching Staff
- Letting
- Library
- Management of Unacceptable Performance
- Managing Change
- No Smoking
- NQTs Induction
- Performance Management
- Performance Management Support Staff
- Personal use of Council Equipment
- Professional Development
- Recruitment & Selection
- Redeployment of Staff
- Redundancy
- Restructure
- Rewards
- School Pay
- School Session Times
- Sex Education

- Special Educational Needs
- Staff Disciplinary
- Staff Grievances
- Staff Welfare
- Stress Management
- Substance Misuse
- Supported Introduction to Employment
- Teaching & Learning
- Uniform
- Whistle Blowing
- Withdrawal from Lessons
- Work-related Learning

Lists and registers

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- Any information the school is currently legally required to hold in publicly available registers

The services we offer

- Extra-curricular activities
- Out of school clubs
- School publications
- Student planners
- Leaflets, booklets and newsletters
- Priory Focus (termly)

Feedback and Complaints

We welcome any comments or suggestions you may have about this scheme. If you require further assistance or wish to make a complaint then in the first instance this should be addressed to the Headteacher's Secretary, Priory School, Mountfield Road, Lewes, East Sussex BN7 2XN.

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). They can be contacted at :

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Helpline : 0303 123 1113
Website : www.ico.gov.uk