

## **Freedom of Information**

### Guide to information available from Swavesey Primary School under the model publication scheme

Key: black text = ICO

blue text = DfE - What maintained schools must publish online

green text = DfE - what maintained schools should publish online

dark red text = DfE - statutory policies, procedures

*We have adopted the model Freedom of Information publication scheme which was prepared and approved by the UK's Information Commissioner. This commits us to make information available as part of our normal school activities at minimum inconvenience and cost to the public.*

*Any charges for routinely published material will be justified, transparent and kept to a minimum. Information which is published and accessed on our website will be provided free of charge. If a parent requests a paper copy of information on our website, this will be provided free of charge.*

*This Guide sets out what information is covered by the Freedom of Information publication scheme and how it can be obtained. It also includes a schedule of any charges.*

*The model Freedom of Information publication scheme can be [found here](#)*

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*If you would like to make a request for information under the Freedom of Information Act, this needs to be in writing. Please contact: **Data Protection Lead c/o office@swavesey.cambs.sch.uk***

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)	
School - this includes: <ul style="list-style-type: none"> <li>• School name, postal address, telephone number and email address</li> <li>• Contact details of the member of staff who deals with queries from parents and members of the public</li> </ul>	must be published online	

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<ul style="list-style-type: none"> <li>• Name of the special needs co-ordinator (SENCo)</li> <li>• Staffing structure and names of key personnel</li> <li>• School session times, term dates and holidays.</li> </ul>		
<p>Governing board - this includes:</p> <ul style="list-style-type: none"> <li>• Contact details for the governing body (via the school office)</li> <li>• Details of the structure and responsibilities of the governing board and its committees</li> <li>• Full names of the chair of the governing board and the chair of each committee</li> <li>• Information about each governor including:             <ul style="list-style-type: none"> <li>○ full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing board's instrument of government)</li> <li>○ relevant business and financial interests including:                 <ul style="list-style-type: none"> <li>■ governance roles in other educational institutions</li> </ul> </li> </ul> </li> </ul>	<p>must be published online</p>	

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<ul style="list-style-type: none"> <li>■ any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives)             <ul style="list-style-type: none"> <li>○ attendance record at governing board and committee meetings over the last academic year.</li> </ul> </li> </ul> <p>The DfE advises that the same information should be published for associate members, making it clear whether they have voting rights on any of the committees to which they have been appointed.</p>	<p>should be published online</p>	
Instrument of Government		
School prospectus (if any)		
Annual Report (if any)		
Curriculum outline - this includes:		



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<p><b>Class 2 – What we spend and how we spend it</b> (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>	<p>(hard copy and/or website)</p>	
<p>Annual budget plan and financial statements - including details of the sources of funding and income provided to the school by the local authority, central government or elsewhere annual income and expenditure returns.</p> <p>Details of expenditure items over £2000</p> <p>£2000 - in <a href="#">ICO's template guide to information</a> (which is aimed at smaller schools, in particular primary and nursery schools).</p>		
<p>Capital funding - information on major plans for capital expenditure. Details of capital funding allocated to (or by) the school along with information on related building projects and other capital projects. This</p>		

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should include any private finance initiative and public-private partnership contracts.		
Financial audit reports		
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). Details of contracts where the school has gone through a formal tendering process.		
Pay policy - statement of the school's policy and procedures regarding teachers' pay		
Staff allowances and expenses that can be incurred or claimed (including travel, subsistence and accommodation), with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.		

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<p>Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent whose basic salary is at least £60,000 per annum) in bands of £10,000; for more junior posts, levels of pay should be identified by salary range.</p> <p>How many school employees have a gross annual salary of £100,000 or more, in increments of £10,000 (the DfE recommends using a table to display this).</p> <p>School financial benchmarking information - via a link to the <a href="#">GOV.UK here</a></p>	<p>must be published online</p>	
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>		
<p><b>Class 3 – What our priorities are and how we are doing</b></p>	<p>(hard copy or website)</p>	



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<p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum.</p> <p>Any other reports or recorded information showing the school's planned or actual performance should normally be included. If the information is readily available via an external website, the school may instead provide a direct link to that.</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the Government or a direct link to the data, including:</li> <li>• The latest Ofsted report or a link to the report on the Ofsted website</li> <li>• Post-inspection action plan</li> </ul>		
<p>Performance management policy and procedures adopted by the governing body.</p>		

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<p>Performance data or a direct link to it</p> <p>Schools must include a link to the <a href="#">school and college performance tables</a> and their performance tables page.</p>	<p>must be published online</p>	
<p><b>Exam and assessment results</b></p> <p>Schools are not required to publish their exam and assessment results from 2019 to 2020 academic year as these have not been published as performance measures by the Secretary of State. They must, however, continue to display 2018 to 2019 performance measures until new performance measures are published. They should be clearly marked that these performance measures are not current. There's further information on <a href="#">school and FE accountability expectations for the 2019 to 2020 academic year</a>.</p> <p><b>Key stage 2 (end of primary school) results</b></p> <p>Schools must publish the following details from their most recent key stage 2 performance measures as published by the Secretary of State (for most</p>	<p>must be published online</p>	

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<p>schools, the performance measures published for the 2018 to 2019 academic year):</p> <ul style="list-style-type: none"> <li>• progress scores in reading, writing and maths</li> <li>• percentage of pupils who achieved at least the expected standard in reading, writing and maths</li> <li>• percentage of pupils who achieved at a higher standard in reading, writing and maths</li> <li>• average 'scaled scores' in reading and maths.</li> </ul>		
<p><b>Pupil premium</b></p> <p>Schools must publish a strategy for their use of the <u>pupil premium</u>. (The DfE has published templates to help schools present their <u>pupil premium strategy statements</u>.)</p> <p>Schools may wish to plan their pupil premium use over 3 years. They should aim to update the online strategy statement by the end of the autumn term each year to reflect their plans for the academic year after assessing the needs of pupils, both new and existing.</p>	<p>must be published online</p>	

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<p>For the current academic year, this must include:</p> <ul style="list-style-type: none"> <li>• the school's pupil premium grant allocation amount</li> <li>• a summary of the main barriers to educational achievement faced by eligible pupils at the school</li> <li>• how the pupil premium will be spent to overcome those barriers and the reasons for that approach</li> <li>• how the effect of the pupil premium will be measured</li> <li>• the date of the next review of the school's pupil premium strategy</li> </ul> <p>For the previous academic year, this must include:</p> <ul style="list-style-type: none"> <li>• how the pupil premium allocation was spent</li> <li>• the effect of the expenditure on pupils.</li> </ul> <p>(The DfE understands that evaluating the pupil premium's impact in the 2019 to 2020 academic year will present difficulties as a result of reduced numbers of pupils having attended between March and July 2020.</p>		
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<p>Instead, it advises that schools may wish to monitor and report on the grant's impact at the end of the current financial year, bearing in mind their duty to update this information at least annually, covering the whole period since September 2019.)</p>		
<p><b>Coronavirus (COVID-19) catch-up premium</b></p> <p>If schools get the coronavirus (COVID-19) catch-up premium grant in academic year 2020 to 2021, they should publish details of:</p> <ul style="list-style-type: none"> <li>• how it is intended that the grant will be spent</li> <li>• how the effect of this expenditure on the educational attainment of those pupils at the school will be assessed.</li> <li>•</li> </ul> <p>Read further information on the <a href="#">coronavirus (COVID-19) catch-up premium</a>.</p>	<p>should be published online</p>	
<p><b>PE and sport premium for primary schools</b></p> <p>If schools receive <a href="#">PE (physical education) and sport premium funding</a>, they must publish:</p>	<p>must be published online</p>	

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<ul style="list-style-type: none"> <li>• the amount of premium received</li> <li>• a full breakdown of how it has been spent</li> <li>• the impact the school has seen on pupils' PE, physical activity, and sport participation and attainment</li> <li>• how the improvements will be sustainable in the future.</li> </ul> <p>They are also required to publish the percentage of pupils within the year 6 cohort who met the national curriculum requirement to:</p> <ul style="list-style-type: none"> <li>• swim competently, confidently, and proficiently over a distance of at least 25 metres</li> <li>• use a range of strokes effectively</li> <li>• perform safe self-rescue in different water-based situations.</li> </ul>		
<p><b>Special educational needs and disability (SEND) information</b></p> <p>Schools must publish an Information Report on their website about the implementation of their policy for pupils with SEN and should update it annually.</p>	<p>must be published online</p>	

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<p>It should be updated with any changes occurring during the year as soon as possible. The report must comply with section 69 of the Children and Families Act 2014, meaning that it must contain:</p> <ul style="list-style-type: none"> <li>● the 'SEN Information' specified in schedule 1 to the <a href="#">Special Educational Needs and Disability Regulations 2014</a>. (Statutory guidance on this is contained in section 6.79 to 6.82 of the <a href="#">Special educational needs and disability code of practice: 0 to 25 years</a>)</li> <li>● information as to:             <ul style="list-style-type: none"> <li>○ the arrangements for the admission of disabled pupils</li> <li>○ the steps that have taken to prevent disabled pupils from being treated less favourably than other pupils</li> <li>○ the facilities provided to help disabled pupils to access the school</li> <li>○ the plan prepared under <a href="#">paragraph 3 of schedule 10 to the Equality Act 2010</a> (accessibility plan) for:                 <ul style="list-style-type: none"> <li>■ increasing the extent to which disabled pupils can participate in the school's curriculum</li> <li>■ improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of</li> </ul> </li> </ul> </li> </ul>		
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<p>education and benefits, facilities or services provided or offered by the school</p> <ul style="list-style-type: none"> <li>■ improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.</li> </ul>		
<p>The <b>school's future plans</b>; for example, proposals for and any consultation on the future of the school, such as a change in status.</p>		
<p><b>Safeguarding and child protection</b> - the policies and procedures in place to ensure that the school exercises its functions to safeguard and promote the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.</p>		
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>	



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<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p> <p>The school's admission arrangements and procedures, together with information about the right to appeal. This should include information on application numbers/patterns of successful applicants (including criteria on which applications were successful), if this is held by the school.</p> <p>If the school is not its own admissions authority, it should provide a link to the local authority.</p> <p><b>Community schools and voluntary-controlled schools</b> Where the local authority manages the admissions process, parents should be referred to the local authority for information on admission and appeal arrangements.</p>	<p>must be published online</p>	
<p>Agendas and minutes of meetings of the governing board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>		

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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government - see row below.</p> <p>These will include policies and procedures for handling information requests.</p>	(hard copy or website)							
<p>DfE List of Statutory Policies (as at 1 January 2021):</p> <table border="1" data-bbox="208 1021 1433 1270"> <tr> <td data-bbox="208 1021 824 1091">Admission arrangements</td> <td data-bbox="824 1021 1433 1091">Charging and remissions</td> </tr> <tr> <td data-bbox="208 1091 824 1200">Data Protection</td> <td data-bbox="824 1091 1433 1200">Protection of biometric information of children</td> </tr> <tr> <td data-bbox="208 1200 824 1270"></td> <td data-bbox="824 1200 1433 1270">School information published on a</td> </tr> </table>	Admission arrangements	Charging and remissions	Data Protection	Protection of biometric information of children		School information published on a		
Admission arrangements	Charging and remissions							
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	website		
School complaints	Capability of staff		
<del>Newly qualified teachers (NQT)</del> Early Careers Teachers (ECT)	Staff discipline, conduct and grievance (procedures for addressing)		
Single central record of recruitment and vetting checks	Statement of procedures for dealing with allegations of abuse against staff		
Teachers' pay	Accessibility plan		
Child protection policy and procedures	Children with health needs who cannot attend school		
Designated teacher for looked-after and previously looked-after children	Early years foundation stage (EYFS)		
Special educational needs and	Supporting pupils with medical		

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disability	conditions		
Relationships education (Primary)	Behaviour in schools		
Behaviour principles written statement	School exclusion		
Health and safety	First aid in schools		
Premises management documents	Equality information and objectives (public sector equality duty) statement for publication		
Governors' allowances (schemes for paying)	Instrument of Government		
Register of business interests of headteachers and governors			
<p>For more information from DfE on the individual policies, procedures etc:  <a href="#">Statutory policies for schools and academy trusts</a></p>			

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<p><b>Behaviour Policy</b> The behaviour policy must comply with <a href="#">Section 89 of the Education and Inspections Act 2006</a>.</p> <p><a href="#">DfE guidance on developing and publishing a school behaviour policy.</a></p>	<p>must be published online</p>	
<p><b>Equality and diversity</b> To include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p> <p><b>Equality objectives</b> As public bodies, local-authority-maintained schools must comply with the public sector equality duty in the Equality Act 2010 and the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.</p> <p>This means schools must publish:</p>	<p>must be published online</p>	

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<ul style="list-style-type: none"> <li>• details of how they comply with the <a href="#">public sector equality duty</a> - must be updated every year</li> <li>• the school's equality objectives - must be updated at least once every 4 years. Find these in Annex A of the school's Equality and Diversity Policy</li> </ul> <p><a href="#">The Equality Act 2010 and Advice for Schools</a> provides information on how schools can demonstrate compliance, for example, including details of how they are:</p> <ul style="list-style-type: none"> <li>• eliminating discrimination (see the Equality Act 2010)</li> <li>• advancing equality of opportunity – between people who share a protected characteristic and people who do not share it</li> <li>• consulting and involving those affected by inequality, in the decisions taken to promote equality and eliminate discrimination (affected people could include parents, pupils, staff and members of the local community).</li> </ul>		
<p><b>Policies and procedures for the recruitment of staff</b></p> <p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p>		

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<p><b>Complaints procedure</b></p> <p>Schools must publish details of their complaints procedure, which must comply with <a href="#">section 29 of the Education Act 2002</a>.</p> <p><a href="#">DfE guidance on developing your school's complaints procedure</a>.</p> <p>Schools must also publish (as part of their [SEND information report](#send)) any arrangements for handling complaints from parents of children with SEND about the support the school provides.</p>	<p>must be published online</p>	
<p><b>Records management and personal data policies</b>, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>		
<p><b>Charging regimes and policies</b></p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published.</p>		

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<p>They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>(If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information".)</p> <p><b>Charging and remissions policies</b> Schools must publish their charging and 'remissions' policies (this means when you cancel fees). The policies must include details of:</p> <ul style="list-style-type: none"> <li>• the activities or cases where your school will charge pupils' parents</li> <li>• the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy</li> </ul> <p>(Read about <a href="#">school charging and remission.</a>)</p>	<p>must be published online</p>	
<p><b>Class 6 – Lists and Registers</b></p>	<p>(hard copy or website; some information may</p>	



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Currently maintained lists and registers only (this does not include the attendance register).	only be available by inspection)	
Curriculum circulars and statutory instruments		
<p>Disclosure logs</p> <p>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.</p>		
<p>Asset register</p> <p>The ICO expects some information from capital asset registers to be available, if such registers are held.</p>		
Any information the school is currently legally required to hold in publicly available registers		

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<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).</p> <p>Generally this is an extension of the Class 1 - Whole are we and what we do information, and may also relate to information covered in other Classes.</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>		
<p>Out of school clubs</p>		
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		
<p>School publications, leaflets, books and newsletters</p>		

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<p><b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

## **SCHEDULE OF CHARGES**

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

*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 providing the information.*

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
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Template guide to information for schools  
Version 3

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<b>Disbursement cost</b>	Photocopying/printing @ 0.42p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 200p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the school