



# WESTFIELD SCHOOL

---

## PUBLICATION SCHEME

---

<b>Date Produced</b>	November 2018
<b>Original Author</b>	Claire Jacobs FOI / EIR Officer
<b>Version</b>	2.0
<b>Review Due</b>	October 2021
<b>Updated</b>	October 2020
<b>Reviewer</b>	Emma Jenkins
<b>Date Ratified by Governors</b>	Ratified by Resource Chairperson 26/10/2020

## Document Control

This is a CONTROLLED document and updates or changes to this document are authorised and then advised by meeting, email, website or newsletter as appropriate.

It is UNCONTROLLED when printed. You should verify that you have the most current issue.

### DOCUMENT HISTORY

## Document Log

---

Version	Status	Date Issued	Description of Change	Pages affected	Review
0.1	Draft				
0.2			Review of entire document		October 2020

## Contents

Purpose .....	3
Scope.....	3
1.0 Introduction .....	3
2.0 What is in the Publication Scheme .....	3
3.0 How to Request Information .....	4
4.0 Review and Revision .....	5
5.0 Publication Scheme.....	1
Annex A – Schedule of Charges .....	10

## **Purpose**

The purpose of this document is to set out the various categories of information that the School routinely publishes and makes available.

## **Scope**

This document fulfils the requirements set out by the Information Commissioner's Office (ICO) with regard to the minimum content of school publication schemes.

### **1.0 Introduction**

The Freedom of Information Act 2000 (FOIA) gives you a general right of access to all types of recorded information held by public authorities, including schools. The legislation is designed to promote greater openness and transparency throughout the public sector.

Our School is a public authority for the purposes of FOIA and as such is required to adopt the model publication scheme for schools approved by the ICO.

The School is committed to ensuring that it provides access to information in accordance with its obligations under the FOIA, associated regulations and professional guidelines. The School will use all appropriate and necessary means at its disposal to comply with the legislation and associated guidance.

### **2.0 What is in the Publication Scheme**

The model scheme requires the School, as a public authority, to "produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public".

This Publication Scheme therefore sets out:

- the categories of information which we publish or intend to publish.
- the manner in which the information will be published.
- whether the information is available either free of charge or for a fee.

The ICO expects the School to make the information detailed in this document available within the Publication Scheme unless:

- we do 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 by the School or on its behalf. If that is the case we will provide a direct link to the information.
- the information is archived, out of date, or otherwise inaccessible.
- it would be impractical or resource intensive to prepare the material for routine release.

We will also publish any datasets held that have been requested, together with any updated versions we hold, unless we are satisfied that it is not appropriate to do so. A dataset is a collection of information that has been obtained or requested for the purpose of providing the School with information for it to provide a service or carry out a function. So far as reasonably practicable, we must publish a dataset in an electronic form that is capable of reuse. If the dataset or any part of it is a relevant copyright work and the School is the only owner, we must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works. The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence. The term “dataset” is further defined in Section 11 (5) of the FOIA. The terms “relevant copyright work” and “specified licence” are defined in Section 19 (8) of that Act.

The Publication Scheme covers information which is already published or information which will be published in the future. We endeavour to make as much information as possible available online on the School’s website [www.westfield.hereford.sch.uk](http://www.westfield.hereford.sch.uk) or if it is held by another public body, we will provide you with the details of where to obtain this.

Information on our website is available to you to download and print off, or is available in paper form from the School on request - there may be a charge for paper copies (see Annex A).

The categories of information, set out below, provide details of where the information is available. If any of the information is not available online, the Publication Scheme will explain how it can be accessed. We will continue to develop this Publication Scheme to increase the amount of information that can be accessed through it.

Further information relating to the legislative requirements of the Publication Scheme can be found at <https://ico.org.uk/>.

### **3.0 How to Request Information**

If you require a paper version of any of the documents listed in the Publication Scheme, please contact the school as follows:

Westfield School, Ryelands Road, Leominster, HR6 8NZ

[admin@westfield.hereford.sch.uk](mailto:admin@westfield.hereford.sch.uk) 01568 613147

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

If the information you require is not listed within the Publication Scheme you can make a Freedom of Information request / Environmental Information Regulations request or Subject Access Request (if you require your personal data) to the School <https://www.westfield.hereford.sch.uk/policies.html>

#### **4.0 Review and Revision**

This scheme will be reviewed as it is deemed appropriate, but no less frequently than every 2 years.

Publication Scheme review will be undertaken by the School Business Manager

## 5.0 Publication Scheme

Information	How the Information can be Obtained	Charges
<b>1. Who we are and what we do</b> <i>Organisational information, structures, locations and contacts</i>		
<b>Who's who in the school</b>	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/our-team.html">https://www.westfield.hereford.sch.uk/our-team.html</a>	<b>Free</b>
<b>Instrument of Government / Articles of Association</b>  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	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/our-team/school-governors.html">https://www.westfield.hereford.sch.uk/our-team/school-governors.html</a>	<b>Free</b>
<b>School curriculum</b>	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/about/westfield-curriculum.html">https://www.westfield.hereford.sch.uk/about/westfield-curriculum.html</a> <a href="https://www.westfield.hereford.sch.uk/about/national-curriculum.html">https://www.westfield.hereford.sch.uk/about/national-curriculum.html</a> <a href="https://www.westfield.hereford.sch.uk/about/adult-curriculum.html">https://www.westfield.hereford.sch.uk/about/adult-curriculum.html</a>	<b>Free</b>
<b>Governing Body</b> The names of the governors, basis on which they have been appointed and their contact details (via the school)	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/our-team/school-governors.html">https://www.westfield.hereford.sch.uk/our-team/school-governors.html</a>  <b>Hard copy</b> – Contact Details Contact: School Business Manager	<b>Free</b>  <b>10p/ page</b>
<b>Contact details for the Head teacher, via the school</b>	<b>Website</b>	<b>Free</b>

Information	How the Information can be Obtained	Charges
	<a href="https://www.westfield.hereford.sch.uk/">https://www.westfield.hereford.sch.uk/</a>	
<b>Staffing structure</b>	<b>Hard Copy</b> Contact: School Business Manager	<b>10p/ page</b>
<b>School session times and term dates</b>	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/fags/what-are-the-term-dates.html">https://www.westfield.hereford.sch.uk/fags/what-are-the-term-dates.html</a>	<b>Free</b>
<b>Location and contact information</b> <ul style="list-style-type: none"> <li>Address, telephone number, email address and website of the school</li> <li>Names of key personnel</li> </ul>	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/contact-us.html">https://www.westfield.hereford.sch.uk/contact-us.html</a>  <a href="https://www.westfield.hereford.sch.uk/our-team.html">https://www.westfield.hereford.sch.uk/our-team.html</a>	<b>Free</b>
<p><b>2. What we spend and how we spend it</b></p> <p><i>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</i></p> <p><i>Financial information is available for the last 6 years, plus the financial year we are currently in</i></p>		
<p><b>Annual budget plan and financial statements</b></p> <p>Details of the sources of funding and income provided to the school by the 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</p> <p>Details of items of expenditure over £5000 (or £2000 for small schools), including costs, supplier and transaction information.</p>	<p><b>Hard Copy</b> Contact: School Business Manager</p> <p><b>Website</b> <a href="https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=117055&amp;openOnly=true">https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=117055&amp;openOnly=true</a></p>	<p><b>10p/ page</b></p> <p><b>Free</b></p>



Information	How the Information can be Obtained	Charges
<p><b>Capital funding</b></p> <p>Information on major plans for capital expenditure. Includes details of capital funding allocated to or by the school together with information on related building projects and other capital projects, and details of any private finance initiatives and public – private partnership contracts.</p>	<p><b>Hard Copy</b></p> <p>Contact: School Business Manager</p>	<p><b>10p/ page</b></p>
<p><b>Financial audit reports</b></p>	<p><b>Hard Copy</b></p> <p>Contact: School Business Manager</p>	<p><b>10p/ page</b></p>
<p><b>Procurement and contracts</b></p> <p>Details of procedures used for the acquisition of goods and services.</p> <p>Details of contracts that have gone through a formal tendering process. Or, information relating to / a link to information held by an organisation which has done so on school's behalf (e.g. local authority or diocese)</p>	<p><b>Hard Copy</b></p> <p>Contact: School Business Manager</p>	<p><b>10p/ page</b></p>
<p><b>Pay policy</b></p> <p>Statement of the school's policy and procedures regarding teachers' pay</p>	<p><b>Website</b></p> <p><a href="https://www.westfield.hereford.sch.uk/policies.html">https://www.westfield.hereford.sch.uk/policies.html</a></p>	<p><b>Free</b></p>

<b>Information</b>	<b>How the Information can be Obtained</b>	<b>Charges</b>
<b>Staff allowances and expenses</b> Details of the allowances and expenses that can be incurred or claimed. Total allowances and expenses paid to individual senior staff members by reference to categories	<b>Hard Copy</b> Contact: School Business Manager	<b>10p/ page</b>
<b>Staff pay and grading structure</b>	<b>Hard Copy</b> Contact: School Business Manager	<b>10p/ page</b>
<b>Governors' allowances</b> <ul style="list-style-type: none"> <li>• Details of allowances and expenses that can be incurred or claimed</li> <li>• Record of total payments made to individual governors</li> </ul>	<b>Hard Copy</b> Contact: School Business Manager	<b>10p/ page</b>
<b>3. What our priorities are and how we are doing</b> <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>		
<b>Performance data supplied to the government, or a direct link to the data</b>	<b>Website</b> <a href="https://www.compare-school-performance.service.gov.uk/school/117055/westfield-school">https://www.compare-school-performance.service.gov.uk/school/117055/westfield-school</a>	<b>Free</b>
<b>Latest Ofsted report</b>	<b>Website</b> <a href="https://reports.ofsted.gov.uk/provider/25/117055">https://reports.ofsted.gov.uk/provider/25/117055</a>	<b>Free</b>
<b>Performance management policy and procedures</b>	<b>Hard Copy</b> Contact: School Business Manager	<b>10p/ page</b>

<b>Information</b>	<b>How the Information can be Obtained</b>	<b>Charges</b>
<p><b>The school's future plans</b></p> <p>Any major plans for the future of the school e.g. proposals for and any consultation on the future of the school, such as a change in status</p>	<p><b>Hard Copy</b></p> <p>Contact: School Business Manager</p>	<p><b>10p/ page</b></p>
<p><b>Safeguarding and child protection</b></p> <p>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</p>	<p><b>Website</b></p> <p><a href="https://www.westfield.hereford.sch.uk/policies.html">https://www.westfield.hereford.sch.uk/policies.html</a></p>	<p><b>Free</b></p>
<p><b>Pupil Premium Strategy</b></p>	<p><b>Website</b></p> <p><a href="https://www.westfield.hereford.sch.uk/about/pupil-premium.html">https://www.westfield.hereford.sch.uk/about/pupil-premium.html</a></p>	<p><b>Free</b></p>
<p><b>PE &amp; Sports Premium</b></p>	<p><b>Website</b></p> <p><a href="https://www.westfield.hereford.sch.uk/about/sports-premium.html">https://www.westfield.hereford.sch.uk/about/sports-premium.html</a></p>	<p><b>Free</b></p>
<p><b>Year 7 Catch Up Funding</b></p>	<p><b>Website</b></p> <p><a href="https://www.westfield.hereford.sch.uk/about/year-7-catch-up-premium.html">https://www.westfield.hereford.sch.uk/about/year-7-catch-up-premium.html</a></p>	<p><b>Free</b></p>
<p><b>4. How we make decisions</b></p> <p><i>Decision making processes and records of decisions</i></p>		
<p><b>Admissions policy / decisions</b></p>	<p><b>Website</b></p> <p><a href="https://www.westfield.hereford.sch.uk/policies.html">https://www.westfield.hereford.sch.uk/policies.html</a></p>	<p><b>Free</b></p>

Information	How the Information can be Obtained	Charges
<p>School's admission arrangements and procedures, details of rights of appeal.</p> <p>Information on application patterns / patterns of successful applicants (including criteria on which applications were successful). Individual admission decisions are not published.</p>		
<p><b>Minutes of meetings of the governing body and its committees</b></p> <p>Minutes, agendas and papers published as soon as practicable, with the exception of information that is properly considered to be private to the meeting</p>	<p><b>Website</b></p> <p><a href="https://www.westfield.hereford.sch.uk/our-team/school-governors.html">https://www.westfield.hereford.sch.uk/our-team/school-governors.html</a></p>	<p><b>Free</b></p>
<p><b>5. Our policies and procedures</b></p> <p><i>Current written protocols, policies and procedures for delivering our services and responsibilities</i></p>		
<p><b>School policies</b></p> <p>Accessibility Plan</p> <p>Admissions</p> <p>Capability of staff</p> <p>Charges and remissions</p> <p>Child Protection Policy and Procedures</p> <p>Complaints Procedure</p> <p>Controlled Assessment</p>	<p><b>All policies are either available on the website</b></p> <p><a href="https://www.westfield.hereford.sch.uk/policies.html">https://www.westfield.hereford.sch.uk/policies.html</a></p> <p><b>or by contacting the School Business Manager</b></p>	<p><b>Free</b></p>

Information	How the Information can be Obtained	Charges
Curriculum Data Protection (GDPR) Equality Opportunities EYFS First Aid Freedom of association and linked guidance and procedures Governors' Allowances Health & Safety Inclusive Practice (SEN) Intimate Care Letting Manual Handling Medication Minibus Pupil Premium Safeguarding Teachers' Pay Unreasonable Behaviour Whistleblowing		
<b>Records management and personal data policies</b> Information security policies Records retention policy	<b>All policies are either available on the website</b> <a href="https://www.westfield.hereford.sch.uk/policies.html">https://www.westfield.hereford.sch.uk/policies.html</a> <b>or by contacting the School Business Manager</b>	<b>Free</b>

<b>Information</b>	<b>How the Information can be Obtained</b>	<b>Charges</b>
Destruction and archive policies Data protection (including data sharing) policies		
<b>Equality and diversity</b> Policies, schemes, statements, procedures and guidelines relating to equal opportunities	<b>All policies are either available on the website</b> <a href="https://www.westfield.hereford.sch.uk/policies.html">https://www.westfield.hereford.sch.uk/policies.html</a> <b>or by contacting the School Business Manager</b>	<b>Free</b>
<b>Policies and procedures for the recruitment of staff</b>  Details of any current vacancies	<b>Hard Copy</b> Contact: School Business Manager <b>Website</b> <a href="https://www.westfield.hereford.sch.uk/our-team/current-vacancies.html">https://www.westfield.hereford.sch.uk/our-team/current-vacancies.html</a>	<b>Free</b>  <b>Free</b>
<b>Charging regimes and policies</b>	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/policies.html">https://www.westfield.hereford.sch.uk/policies.html</a>	<b>Free</b>
<b>6. Lists and registers</b>		
<b>Curriculum circulars and statutory instruments</b> Statutory instruments (for example Regulations), departmental circulars and administrative memorandum sent to the Head of Teacher / Governing Body concerning the curriculum.	<b>Hard Copy</b> Contact: School Business Manager	<b>Free</b>
<b>Disclosure Logs</b>	<b>Hard Copy</b> Contact: School Business Manager	<b>Free</b>
<b>Asset register</b>	<b>Inspection Only</b>	

Information	How the Information can be Obtained	Charges
<p><b>7. The services we offer</b>  <i>Information about the services the school provides including leaflets, guidance and newsletters produced for the public and businesses</i></p>		
Extra-curricular activities	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/clubs-and-resources.html">https://www.westfield.hereford.sch.uk/clubs-and-resources.html</a>	<b>Free</b>
Out of school clubs	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/clubs-and-resources.html">https://www.westfield.hereford.sch.uk/clubs-and-resources.html</a>	<b>Free</b>
Services for which the school is entitled to recover a fee, together with those fees	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/clubs-and-resources.html">https://www.westfield.hereford.sch.uk/clubs-and-resources.html</a>	<b>10p/ page</b>
Leaflets, booklets and newsletter	<b>Website</b> <a href="https://www.westfield.hereford.sch.uk/for-parents/newsletters.html">https://www.westfield.hereford.sch.uk/for-parents/newsletters.html</a> <a href="https://www.westfield.hereford.sch.uk/for-parents/school-meals.html">https://www.westfield.hereford.sch.uk/for-parents/school-meals.html</a>	<b>Free</b>
<p><b>Additional Information</b></p>		
<p><i>This will provide schools with the opportunity to publish information that is not itemised in the lists above</i></p>		

## Annex A – Schedule of Charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying / printing <detail size A4, etc., colour e.g. A4 black and white @ 10p per side>	Actual cost incurred by the school
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee	In accordance with the relevant legislation (actual statute will be quoted)	Statutory fee
Other	Special or recorded delivery where requested or required	Actual cost of Royal Mail delivery at time of request