



Publication Scheme – The Federation of Spixworth Schools

The Freedom of Information Act 2000 gives right of access to information held by public bodies. The Federation of Spixworth Schools is registered with the Information Commissioner’s Office (ICO) and conforms with its requirements under the Act. This publication scheme makes clear to the public what information we publish when a request for information is received and/or information that is available via our website.

The document is based on the ICO Model Publication Scheme and guidance from Data Protection Education (DPE) has been used to complete each category.

Maintained Schools: Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts		
Who’s who in the school (ICO)	Website	Free
Who’s who on the Governing Body and the basis of their appointment (ICO) General link to GIAS Get information about schools - GOV.UK (get-information-schools.service.gov.uk)	Website or link to GIAS GOV.UK database	Free
Instrument of Government (DfE)	Website or link to GIAS GOV.UK database	Free



General link to GIAS Get information about schools - GOV.UK (get-information-schools.service.gov.uk)		
Contact details for the Executive Headteacher / Head of School / Chair of Governors, via the School's Office (ICO)	Website	Free
School session times, term dates, including Inset days (ICO) and opening hours	Website	Free
School Prospectus	Website / Hard Copy	Free
Contact details, including School Office, individual schools and email address (ICO)	Website	Free

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

Annual budget plan and financial statements (ICO)	Local Authority Website Childrens Services ICT Solutions (norfolk.gov.uk)	Free
Capital funding (ICO)	Local Authority Website	Free



	Childrens Services ICT Solutions (norfolk.gov.uk)	
Financial audit reports (ICO)	Upon written request to school	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors (ICO)	Upon written request to school	10p per sheet

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Performance management policy and procedures adopted by the Governing Body (ICO)	Upon written request to school	10p per sheet
Performance data or a direct link to it	Website	Free
Ofsted inspection reports (ICO)	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status (ICO)	Website	Free
	Upon written request to school	10p per sheet



Safeguarding and child protection (ICO)	Website	Free
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Class 4 – How we make decisions

Decision making processes and records of decisions

Admissions policy (ICO/DfE)	Website	Free
Agendas and minutes of meetings of the Governing Body and its committees. (NB this will exclude information that is properly regarded as private to the meetings) (ICO)	Upon written request to school	10p per sheet

Class 5 – Our policies and procedures (Please see table below)

The School's current written protocols, policies and procedures for delivering our services and responsibilities

Statutory Documents - <i>this list also includes all DfE statutory documents some of which may be combined within other school documentation. It also shows which are available on the school website and free to download as well as other statutory documents which are held by the school for their internal use.</i>	Availability	Held by School for Internal Use Only
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Acceptable Use Pupils Technology Agreement	Website - Free	
Accessibility Plan	Website - Free	
Administering Medication Policy	Website - Free	
Admissions Policy	Website - Free	
Allegations of Abuse Against Staff	Website - Free	
Anti-Bullying Policy	Website - Free	
Assessment for Learning Marking and Feedback Policy	Website - Free	
Attendance Policy	Website - Free	
Behaviour Policy	Website - Free	
Bereavement Policy	Website - Free	
Charging and Remissions Policy	Website - Free	



Child Missing Policy	Website - Free	
Child on Child Abuse Policy	Website - Free	
Complaints Policy	Website - Free	
Curriculum Policy	Website - Free	
Cyberbullying Policy	Website - Free	
EAL Policy	Website - Free	
Educational Visits Policy	Website - Free	
Equality Information and Objectives Policy	Website - Free	
Equality Objectives	Website - Free	
EYFS Policy	Website - Free	
First Aid Policy	Website - Free	



Food Policy	Website - Free	
GDPR Data Protection Policy	Website - Free	
GDPR Privacy Notice Other Information We Hold	Website - Free	
GDPR Privacy Notice Pupils	Website - Free	
GDPR Privacy Notice Workforce	Website - Free	
Health and Safety Commitments Part 1	Website – Free	
Health and Safety Organisation Responsibilities and Arrangements	Website - Free	
Intimate Care Policy	Website - Free	
LAC Policy	Website - Free	
Online Safety Child Friendly Policy	Website - Free	
Parent Code of Conduct	Website - Free	



Photography and Images Policy	Website - Free	
Protection of Biometric Data Policy	Website - Free	
Publication Scheme	Website - Free	
Pupil Code of Conduct	Website - Free	
Pupil Drug and Substance Misuse Policy	Website - Free	
Pupils with Additional Health Needs Attendance Policy	Website - Free	
Remote Education Policy	Website - Free	
Response to Child missing Policy	Website - Free	
RSE Policy	Website - Free	
Safe Touch Policy	Website - Free	
Safeguarding Policy	Website - Free	



School Clubs Policy	Website - Free	
Searching and Confiscating Policy	Website - Free	
Social Media Policy	Website - Free	
Social Emotional and Mental Health Policy	Website - Free	
Special Educational Needs and Disability (SEND)	Website - Free	
Staff Code of Conduct	Website - Free	
Supporting Pupils with Medical Conditions Policy	Website - Free	
Suspension and Exclusion Policy	Website - Free	
Uniform Policy	Website - Free	
Whistleblowing Policy	Website - Free	



Class 6 – Lists and Registers

Asset register (ICO)	By inspection - upon written request	Free
Any information the school is currently legally required to hold in publicly available registers (ICO)	By inspection - upon written request	Free

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Extra-curricular activities (ICO)	Website	Free
Out of school clubs (ICO)	Website	Free
Services for which the school is entitled to recover a fee, together with those fees (ICO)	Hard Copy	10p per sheet
School publications, leaflets, books and newsletters (ICO)	Website	Free