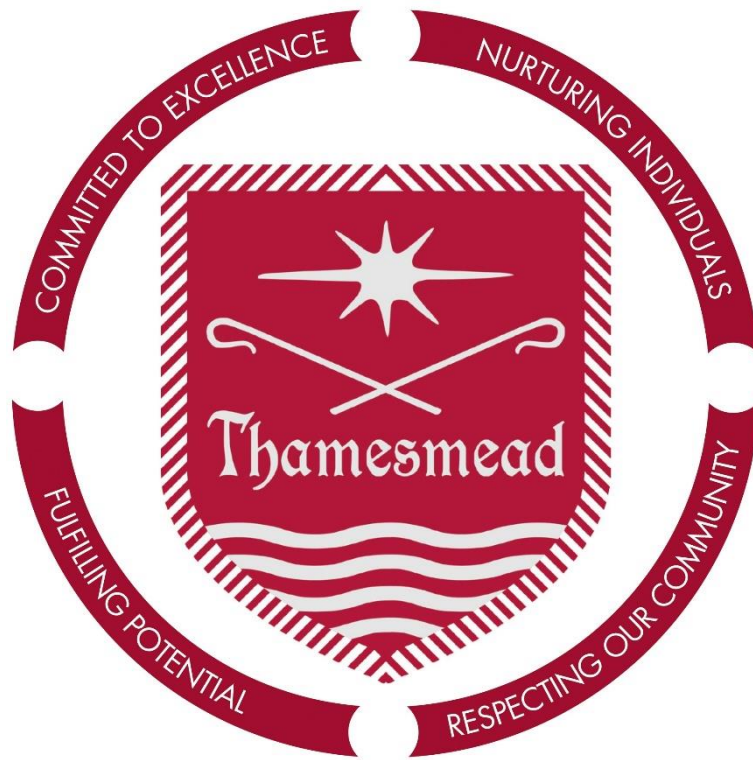


# THAMESMEAD SCHOOL



## FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

<b>Person Responsible</b>	Alison Garraway
<b>Governors Committee</b>	Finance, Audit & Risk Committee
<b>Review period</b>	Every two years
<b>Date of review</b>	Spring 2024
<b>Date of next review</b>	Spring 2026
<b>Date ratified by committee</b>	26 <sup>th</sup> March 2024

## **Thamesmead School Publication Scheme**

### **(Freedom of Information Act)**

This publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits Thamesmead 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 definition for these classes have been provided below.

The scheme commits the 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 is available to the public.
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

### **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 the 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 the 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 schools, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the school.

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.

Information	How the information can be obtained	Cost
<b>Class 1 – Who are we and what we do</b> (Organisational information, structures, locations and contacts) <i>This will be current information only</i>		
Location and contact information – address, telephone number and website	School Website <a href="https://www.thamesmead.surrey.sch.uk/">https://www.thamesmead.surrey.sch.uk/</a>	No charge
The governing body and the basis of appointment including Register of Business Interests	School Website	No charge
Funding Agreement and Articles of Association	School Website	No charge
Contact details for the Head teacher and for the Governing Body	School Website	No charge
School prospectus	School Website	No charge
Term dates, holidays and school session times	School Website	No charge
Staffing names of key personnel	School Website	No charge
GSCE Results	School Website / DfE Website	No charge
<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) Current and previous financial year as a minimum		
Annual report and financial statements	Website	No charge
Annual budget plan and financial statements	Hard copy - contact the Business Manager in writing	Schedule of charges
Capitalised funding	Hard copy - contact the Business Manager in writing	Schedule of charges
Additional funding	Hard copy - contact the Business Manager in writing	Schedule of charges
Procurement and projects	Hard copy - contact the Business Manager in writing	Schedule of charges

Information	How the information can be obtained	Cost
Pay policy	<b>Hard copy</b> - contact the Business Manager in writing	Schedule of charges
Staffing and grading structure	<b>Hard copy</b> - contact the Business Manager in writing	Schedule of charges
Pupil Premium Funding	<b>School Website</b>	No charge
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum</i>		
School profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>The latest Ofsted report <ul style="list-style-type: none"> <li>Summary</li> <li>Full report</li> </ul> </li> </ul>	<b>School Website and DfE Website:</b> <a href="https://www.compare-school-performance.service.gov.uk/school/137237/thamesmead-school/secondary">https://www.compare-school-performance.service.gov.uk/school/137237/thamesmead-school/secondary</a>	No charge
Performance Management	<b>Hard copy</b> - contact the Business Manager in writing	Schedule of charges
The school's future plans	<b>Hard copy</b> - contact the Business Manager in writing	Schedule of charges
Child protection and safeguarding	<b>School Website</b>	No charge
Risk Assessments	<b>Hard copy</b> - contact the Business Manager in writing	Schedule of charges
Newsletters	<b>School Website</b>	No charge
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admissions decisions)	<b>School Website</b>	No charge
Admissions Appeals Timetable	<b>School website</b>	No charge
Agendas and minutes of meeting of the governing body and its committees (N.B. this will exclude information that is properly considered as private to the meeting)	<b>Hard copy</b> - contact the Clerk to Governors in writing	Schedule of charges

Information	How the information can be obtained	Cost
<b>Class 5 – Our policies and procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
<b>School policies including:</b> <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding policy</li> <li>• Complaints procedure</li> <li>• Equality policy and objectives</li> <li>• Health and Safety policy</li> <li>• Uniform policy</li>   <li>• HR Recruitment and Retention policies</li> <li>• Pay Policy</li> </ul>	<b>School Website (unless otherwise stated)</b>  <b>Hard copy</b> - contact the Business Manager in writing <b>Hard copy</b> - contact the Business Manager in writing	No charge (unless otherwise stated)  Schedule of charges Schedule of charges
<b>Student and curriculum policies including:</b> <ul style="list-style-type: none"> <li>• Accessibility plan</li> <li>• Behaviour for Learning policy</li> <li>• Careers policy</li> <li>• Curriculum policy</li> <li>• Personal Development policy (RSHE)</li> <li>• Special Educational Needs &amp; Disability (SEND) Policy</li> </ul>	<b>All available on the School Website</b>	No charge
<b>Record management and personal data policies including:</b> <ul style="list-style-type: none"> <li>• Information security policies</li>   <li>• Data Protection (including information sharing policies)</li> <li>• Record Management Guidelines</li> <li>• School Record Management Policy</li> </ul>	<b>Hard copy</b> - contact the Business Manager in writing  <b>All available on the School Website</b>	Schedule of charges  No charge
<b>Charging regimes and policies</b> Charging and Remissions policy	<b>School Website</b>	No charge
<b>Class 6 – Lists and registers</b> Currently maintained lists and registers only (Some information may only be available by inspection)		
Any lists and registers that Thamesmead School is required to keep	<b>By written request</b>	Schedule of charges

Information	How the information can be obtained	Cost
<b>Class 7 – The services we offer</b>		
<b>Current information only</b>		
Prospectus	Website or by written request	No charge
Extra- curricular activities	Website	No charge
Out of school clubs	Website	No charge
School publications	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Website	No charge
Leaflets, booklets and newsletters	Website	No charge
Any other published material	By written request	No charge

## Contact details

School website: <http://www.thamesmead.surrey.sch.uk>

Address: Thamesmead School, Manygate Lane, Shepperton, Surrey, TW17 9EE

## Schedule of Charges

Type of charge	Description	Basis of charge	Charge
Disbursement cost	Photocopying/ printing @ pence per sheet (black and white)	Actual cost*	5 pence per page
	Photocopying/ printing @ pence per sheet (colour)	Actual cost*	10 pence per page
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	Current at time of posting*

*\*The actual cost incurred by the school*