

Dame Ellen Pinsent School

Publication Scheme Policy



Dame Ellen Pinsent: Where children develop independence and confidence; learning through curiosity, play and enquiring

Next Review:	June 2023	SBM	Policy Type:	Statutory
Last Review:	June 2022	SBM	Adopted from:	
Date Ratified:			Governing Body:	FGB
Pages: 4			Review Period:	Annually

School Publication Scheme

School Publication Scheme

The publication scheme lists the information that the school publishes and is available under the Freedom of Information Act 2000.

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all schools, should be clear and proactive about the information they make public.

Our publication scheme sets out:

- The classes of information which we publish
- The manner in which the information will be published and whether the information is available free of charge or on payment
- Some information that we hold may not be made public, for example personal information

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

If you require a paper version of any of the documents within the scheme, please contact Elaine Walsh/Tracey Evans in the school office by:

Telephone – 0121 675 2487

Email – Enquiry@deps.ac

Letter – Ardencote Road, Kings Heath, Birmingham, B13 0RW

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

Information published on our website is free to view. Paper copies of information covered by this publication are provided free to parents or prospective parents unless stated otherwise.

Guide to information available from Dame Ellen Pinsent School under the Publication Scheme

Information to be published	How to get a copy	Cost
Class 1 – Who we are and what we do		
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Hard copy	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address)	Website/Hard copy	Free
School prospectus	Hard Copy	Free
Staffing structure	Hard Copy	Free
School session times and term dates	Website	Free
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Hard copy	2p per page (b&w) 5p per page (colour)
Capitalised funding	Hard copy	2p per page (b&w) 5p per page (colour)
Additional funding	Hard copy	2p per page (b&w) 5p per page (colour)
Pay policy	Hard copy	2p per page (b&w) 5p per page (colour)
Governors' allowances	Hard copy	2p per page (b&w) 5p per page (colour)
Class 3 – What our priorities are and how we are doing		
<i>School profile:</i> <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report: 	Website	Free

<ul style="list-style-type: none"> – Summary – Full report 		
Performance management policy and procedures adopted by the governing body.	Hard copy	2p per page (b&w) 5p per page (colour)
Schools future plans/School Improvement Plan	Hard copy	2p per page (b&w) 5p per page (colour)
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body and sub-committees	Hard copy	2p per page (b&w) 5p per page (colour)
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy	2p per page (b&w) 5p per page (colour)
Class 5 – Our policies and procedures		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Website Hard copy	Free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • PSHE • Special educational needs • Accessibility • Race equality • Collective worship • Behaviour 	Website Hard copy	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • General Data protection (including information sharing policies) 	Website Hard copy	Free 2p per page (b & w) 5p per page (colour)

Class 6 – Lists and Registers		
Asset register/Inventory	Hard copy	2p per page (b & w) 5p per page (colour)
Class 7 – The services we offer		
Extra-curricular activities	Hard copy	Free
Newsletters	Website/Hard copy	Free
Schedule of Charges		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
“Disbursement” cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost @ 2p per sheet (black & white)
	Photocopying/printing @ 5p per sheet (colour)	Actual cost @ 5p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2nd class *

* The actual cost incurred by the school