



School Publication Scheme

Leytonstone School

Introduction

The Freedom of Information Act 2000 (FOIA) requires the School to adopt and maintain a publication scheme so that information can be easily identified and accessed by members of the public.

In this guide you can view the available information, where it can be obtained and if there is a charge.

Please take a look at the publication scheme and the information on the website before making a freedom of information request, to see whether the information you require is included. If the information you wish to see is not included in the scheme you are still able to make a request under general right of access.

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 classes 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

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

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.

If we are unable to provide the information requested, we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to bring the costs within the cost limit.

Publication Scheme

Guide to information available from Leytonstone School under the model publication scheme.

Class 1 - Who we are and what we do (organisational information, structures, locations and contacts)		
Information Requested	Available From	Charge
Who's who in the School	Website	Free
Who's who on the governing body/board of governors and the basis of their appointment	Website	Free
Instrument of Government/Articles of Association	Website	Free
	Hard Copy – Contact School	30p/sheet
School Prospectus and Curriculum	Website	Free
	Hard Copy – Contact School	30p/sheet
Annual Report	Website	Free
School session times and term dates	Website	Free
Address of the school and contact information	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)		
Information Requested	Available From	Charge
Annual budget plan and financial statements	Website	Free
	Hard Copy – Contact School	30p/sheet
Capital Funding	Website	Free
	Hard Copy – Contact School	30p/sheet
Financial audit reports	Website	Free
	Hard Copy – Contact School	30p/sheet
Details of expenditure items over £2,000	Website	Free
	Hard Copy – Contact School	30p/sheet
Procurement and Contracts	Contact School	Free
	Hard Copy	30p/sheet
Pay Policy	On request – Electronic copy	Free
	Hard Copy – contact school	30p/sheet
Staff allowances and expenses	On request – Electronic copy	Free
	Hard Copy – on request	30p/sheet
Staffing, pay and grading structure	On request – Electronic copy	Free
	Hard Copy – on request	30p/sheet
Governors' allowances, total payments	On request – Electronic copy	Free
	Hard Copy – contact school	30p/sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

Information Requested	Available From	Charge
Strategy and performance information	Website	Free
	Hard Copy – Contact School	30p/sheet
The school’s future plans (proposals for and any consultation on the future of the School, such as a change in status Safeguarding and child protection)	Website	Free
Assessments	Website	Free
	Hard Copy – Contact School	30p/sheet
Inspections and reviews	Website	Free

Class 4 – How we make decisions (Decision making processes and records of decisions)

Information Requested	Available From	Charge
Admissions Policy/Decisions (not individual admission decisions)	Website	Free
	Hard Copy – Contact School	30p/sheet
Agendas and minutes of meetings of the governing body and its committees (This will exclude information that is properly regarded as private to the meetings)	Contact School	Free

Class 5 – Our Policies and Procedures (Current protocols, policies and procedures for delivering our services and responsibilities)

Information Requested	Available From	Charge
Policies	Website	Free
Charging regimes	Website	Free

Class 6 – Lists and Registers (Currently maintained lists and registers only (this does not include the attendance register).

Information Requested	Available From	Charge
Currently maintained Lists and Registers	On request – Electronic copy	Free
Curriculum circulars and statutory instruments	On request - Electronic copy	Free
FOI Disclosure Logs	On request - Electronic copy	Free
Asset Register	On request – Electronic copy	Free
Any information the School is currently legally required to hold in publicly available registers	On request – Electronic copy	Free
	Hard Copy – on request	30p/sheet

Class 7 – The Services we Offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Information Requested	Available From	Charge
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications, leaflets, books and newsletters	Website	Free

Charges for Information

Information that is provided through our websites will be free of charge.

For requests made that require charges, a confirmation of payment due will be provided before the requested information is fulfilled. We reserve the right to request payment before furnishing the requestee, with the information petitioned

The time allowed for us to provide the information (30 working days) does not include the period between the issuing of the fees notice and the receipt of the payment

Charges may be made for:	
Service	Charge
Photocopying/printing (black and white)	30p/page
Photocopying/printing (colour)	50p/page
Postage	Actual cost of Royal Mail Standard 2 nd class
Letters (i.e for the Home Office)	£10 per letter/request

Contact Information

Schools Freedom of Information Officer

Our Freedom of information Officer can be contacted for Hard copy requests and additional questions.

Email: dpo@leytonstoneschool.org

Additional information

For further information please see the Freedom of Information Policy on the School website. Additional information is available on the Information Commissioner’s website. You can also contact the information Commissioner’s Office:

By Phone: 0303 123 1113
01625 54 57 45

By Email: please use the online [enquiry form](#) on our website

Website: www.ico.gov.uk