



This is the Publication Scheme for COTTENHAM PRIMARY SCHOOL  
on information available under the Freedom of Information Act 2000

*The governing body is responsible for maintenance of this scheme.*

**1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is **either available for you on our website to download and print off or** available in paper form.

Some information which 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 Commissioners Office (ICO).

**2. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. The publication scheme is split into seven categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are

- *Who we are and what we do* - *Organisational Information, structures, locations and contacts*
- 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

### **3. a) Requests for information: How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at: [www.cottenham.cambs.sch.uk](http://www.cottenham.cambs.sch.uk)

Email: [office@cottenham.cambs.sch.uk](mailto:office@cottenham.cambs.sch.uk)

Tel: **01954 250227**

Contact Address: **Lambs Lane, Cottenham, Cambridge CB4 8TA**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme or on the website you can still contact the school to ask if we have it.

When requested the school will attempt to provide data sets in a re-usable electronic format.

### **b) Requests for information: Exemptions and exceptions**

The school can refuse a request for information if:

The cost of providing the information is in excess of £450. This cost includes the cost in staff time to make compliance possible.

The request is considered 'vexatious'. The FOI Act defines this as a request that is deliberately meant to be burdensome or to cause harm. When considering a vexatious request the context and history of the request, including the identity of the requester and any previous history may be taken into account.

The request repeats a previous request from the same person

The request relates to personal data or to data that may cause harm if disclosed, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.

### **c) Requests for information: Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

#### **4. Information that the school is required to publish online**

The DfE states in that in accordance with its September 2012 Act the school must provide parents with the following information by publishing it online. The following information is thereby available on the schools website:

- Information on their pupil premium allocation - its use and its impact on attainment
- Information about curriculum provision, content and approach by academic year and by subject
- Information on admission arrangements (where applicable)
- The school's policies on behaviour, charging, and special educational needs (SEN) and disability provision
- Links to the school's Ofsted reports and Department for Education (DfE)
- A statement of the school's ethos and values

5. Classes of Information Currently Published

Published Information – Hard Copies Available	Website Location	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who in the school and Staffing Structure	Website: Key Information Our Staff School Organisation	
Who's who on the governing body / board of governors and the basis of their appointment	Website: Introducing your Governors	
Instrument of Government / Articles of Association	Website:Governors	
Contact details for the Head teacher and for the governing body/ Address of school and contact details, including email address.	Website: Contact Details	
Annual Report (if any)	Website: Key Information Prospectus	
School session times and term dates	Website Key Information Prospectus	
<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)	Via minutes from Finance and otherwise via LA	
Annual budget plan and financial statements	“	
Capital funding	“	
Financial audit reports	“	
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	“	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	“	
Pay policy	Key Information Policies	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Via School Business Manager by application	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Via School Financial Reporting	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		

School profile (if any)  And in all cases:  <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government</li> <li>• The latest Ofsted report</li> </ul>	Website Key Information Ofsted Report	
Performance management policy and procedures adopted by the governing body	Key Information Policies	
The school's future plans	Key Information School 100 Day Plan	
Safeguarding and child protection policy	Website Key Information Policies	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Admissions policy/decisions	See Prospectus on website for “Admission arrangements” And LA for Admissions policy.	
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).	See Clerk to the Governors for minutes.	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  All of these policies are available to read on request from the School Office.  Adoption Leave Anti-bullying Appraisal Attendance Policy Business Continuity Plan Behaviour Policy Anti Bullying Policy Collective Worship Policy Communications Policy Religious Education Policy Sex and Relationships Education Policy  Safeguarding and Child Protection Policy Use of Photographs, Videos and Images Special Educational Needs and Disability Policy Equality and Diversity+ Equality and Diversity Objectives and Statement Children with Medical Conditions Bullying and Harassment of Staff Capability Charging and Remissions Classroom Observation Disciplinary Rules Educational Visits Employment	Website Key Information Policies	

<p>Flexible Working Freedom of Information Policy Grievance Policy Health and Safety Data Privacy Notice Intimate Care Monitoring and Self-Evaluation Pay Policy Physical Intervention Procedures Relating to Misconduct (All Staff) Recruitment and Selection Redundancy Policy Safer Care Code of Conduct Sickness Absence Special Leave of Absence Staff Induction Complaints Policy Serial Complaints Polict Stress Management Swimming Pool Teacher Absence Trade Union Whistle-blowing Work-life Balance (all Staff) Work-life Balance (Headteacher)</p>		
<p>Records management and personal data policies, including Personal Information Policy and Data Protection Policy</p>	Website	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	Reviewed at Finance Sub Com	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register and some other information may only be available for inspection).</p>		
<p>Register of pupils' admission to school</p>	Stored on management system and available on request	
<p>Register of pupils' attendance</p>		
<p>Exclusions register</p>		
<p>Central record of recruitment and vetting checks</p>		
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
<p>Extra-curricular activities list</p>	Website Key Information	

	Extra Curricular Activities	
Services for which the school is entitled to recover a fee, together with those fees	School Clubs list and Charges & Remissions policy.	
School publications, leaflets, books and newsletters	Available via office	

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Mr James Kilsby, Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

Or Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)



**COTTENHAM PRIMARY SCHOOL**  
**Freedom of Information Publication Scheme**  
**Annex A – List of statutory documents or policies as stated by the DFE**

The DfE lists the required policies and documents under four headings, as shown here.

***Statutory policies required by education legislation***

- Capability of staff
- Charging and remissions
- School behaviour
- Sex education
- Special educational needs (SEN)
- Teacher appraisal
- Teachers' pay policy

***Statutory policies required by other legislation***

- Data protection
- Health and safety

***Other statutory documents***

- Admissions arrangements
- Accessibility plan
- Written statement of behaviour principles
- Central record of recruitment and vetting checks
- Complaints procedure statement
- Freedom of information
- Governors' allowances (schemes for paying) – we don't pay expenses.
- Home-school agreement document
- Instrument of government
- Minutes of, and papers considered at, meetings of the governing body and its committees
- Premises management documents
- Equality information and objectives (public sector equality duty) statement for publication
- School information published on school website
- Register of business interests of headteachers and governors
- Register of pupils' admission to school
- Register of pupils' attendance
- Staff discipline, conduct and grievance (procedures for addressing)

***Documents referenced in statutory guidance***

Schools are expected to have the following in place as they are referenced in statutory guidance:

- Child protection policies and procedures
- Early Years Foundation Stage (EYFS) policies and procedures (as set out in the statutory framework for the EYFS)
- Statement of procedures for dealing with allegations of abuse against staff

**COTTENHAM PRIMARY SCHOOL**  
**Freedom of Information Publication Scheme**  
**List of Policies**

Behaviour	
RE Policy	
SRE Policy	
Anti Bullying	
Adoption Leave	
Attendance	
Bullying and Harassment Procedure	
Bursary Policy	
Capability & Appraisal Non Teaching Staff Policy	
Capability Policy	
Charging & Remissions Policy	
Children with Medical Conditions and First Aid	
Classroom Observations Protocol	
Collective Worship	
Complaints Policy	
Disciplinary Rules	
Educational Visits & Outside Learning Policy	
Employment Policy Statement	
Equality & Diversity Policy	
Flexible Working Policy	
Freedom of Information Policy	
Grievance Policy	
Health & Safety Policy	
ICT Acceptable Use Policy	
ICT Policy	
Induction Policy	
Intimate Care Policy	
Management of Sickness Absence Policy	
Maternity Leave & Pay all staff	
Maternity Leave Risk Assessment Policy	
Misconduct Policy	
Monitoring & Self Evaluation	
Pay Policy	
Personal Information Policy	
Physical Intervention Policy	
Procedure for dealing with Allegations of Abuse	
Recruitment & Selection Policy	
Code of conduct	
Safeguarding and Child Protection Policy	

SEND Information Report	
Serial complaints Policy	
Special Leave of Absence Policy	
SRE	
Statement on recruitment of ex-offenders	
Stress Management Policy	
Swimming pool	
Table of Charges	
Teacher Absence Policy	
Teacher Appraisal Policy	
Trade Union Policy	
Use of Photographs	
Whistleblowing Policy	
Work Life Balance (Headteacher)	
Work Life Balance (Staff)	