



Freedom of Information Act

Publication Scheme 2021

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

The ICO's model publication scheme can be found here:

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

Our published guide to information

Schools should publish a guide to information alongside the publication scheme.

The guide should specify:

- the documents available
- the format of the documents
- any charges made for the information



Published Guide to Information

Class one: Who we are and what we do : Organisational Information, locations and contacts (current information only)

Information	How the information can be obtained	Cost
Who's who in the school	Website: www.newhall.bham.sch.uk	Free
Who's who on the Governing Board and the basis of their appointment	Website: www.newhall.bham.sch.uk	Free
Instrument of Government	Website: www.newhall.bham.sch.uk	Free
Contact details: including the school address, telephone number and email address	Website: www.newhall.bham.sch.uk	Free
Staffing Structure	Website: www.newhall.bham.sch.uk	Free
School term dates	Website: www.newhall.bham.sch.uk	Free
School prospectus	Website: www.newhall.bham.sch.uk	Free



Published Guide to Information

Class two: What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits) (current and previous financial year)

Information	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy: available upon request - contact school	5p per page (B&W)
Capital funding	Hard copy: available upon request - contact school	5p per page (B&W)
Additional funding	Hard copy: available upon request - contact school	5p per page (B&W)
Financial audit reports	Hard copy: available upon request - contact school	5p per page (B&W)
Details of expenditure items over £2000	Hard copy: available upon request - contact school	5p per page (B&W)
Procurement contracts the school has entered into	Hard copy: available upon request - contact school	5p per page (B&W)
Pay policy for teachers	Hard copy: available upon request - contact school	5p per page (B&W)
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	Hard copy: available upon request - contact school	5p per page (B&W)
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy: available upon request - contact school	5p per page (B&W)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	5p per page (B&W)



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Class three: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)

Information	How the information can be obtained	Cost
School priorities And in all cases: <ul style="list-style-type: none"> • performance data supplied to the English Government or a direct link to the data • the latest Ofsted report • post-inspection action plan 	Website: www.newhall.bham.sch.uk Website: www.compare-schoolperformance.service.gov.uk/school/103395 Website: https://reports.ofsted.gov.uk/inspection-reports/findinspection-report/provider/ELS/103395 Hard copy: available upon request - contact school	Free 5p per page (B&W)
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request - contact school	5p per page (B&W)
Performance data or a direct link to it	Website: www.newhall.bham.sch.uk	Free
The school's future plans; for example, school improvement plan Consultation on a change in school status	Website: www.newhall.bham.sch.uk Hard copy: available upon request - contact school	Free 5p per page (B&W)
Safeguarding and child protection	Website: www.newhall.bham.sch.uk	Free



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Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)

Information	How the information can be obtained	Cost
Admissions policy/ decisions (not individual admission decisions)	Website: www.newhall.bham.sch.uk	Free
Agendas of meetings of the governing body and its committees	Hard copy: available upon request - contact school	5p per page (B&W)
Minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request - contact school	5p per page (B&W)



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Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)

Information	How the information can be obtained	Cost
Records management and personal data policies, including: <ul style="list-style-type: none">• information security policies• records retention, destruction and archive policies• data protection (including information sharing policies)	Website: www.newhall.bham.sch.uk Hard copy: available upon request - contact school	Free 5p per page (B&W)
School policies including: Charging and remissions policy.	Website: www.newhall.bham.sch.uk	Free
Pupil and curriculum policies	Website: www.newhall.bham.sch.uk	Free
Health and Safety Policy	Hard copy: available upon request - contact school	5p per page (B&W)
Current staff vacancies	Website: www.newhall.bham.sch.uk	Free



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Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)

Information	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Website: www.newhall.bham.sch.uk	Free
Disclosure logs	Inspection only - contact school	Free
Asset register / Inventory	Inspection only - contact school	Free



Published Guide to Information

Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)

Information	How the information can be obtained	Cost
Extra-curricular activities (after school clubs)	Website: www.newhall.bham.sch.uk Hard Copy	Free Free
Out of school clubs (breakfast, after school and holiday play scheme) for which the school charge fees	Website: www.newhall.bham.sch.uk Hard Copy	Free Free
Services for which the school is entitled to recover a fee, together with those fees	Website: www.newhall.bham.sch.uk Hard Copy	Free Free
School publications, leaflets, books and newsletters	Website: www.newhall.bham.sch.uk Hard Copy	Free Free

Additional information.

- Requests for *Hard Copies* of information should be made in writing, replies will be sent only in the language in which the document is held and will be forwarded within a reasonable timescale.
- Relevant charges for hard copies must be paid to the school prior to the information being released. If documents are to be posted, the relevant charge must be paid to the school prior to posting.
- If documents are available for inspection only an appointment to view should be requested in writing. An appointment will be made at a mutually convenient time within a reasonable timescale.