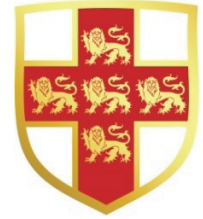


Millthorpe School



Publication Scheme

Adopted by Governors:	November 2012
Committee Link:	School and Community
Review Timetable:	2 Years
Renewal Date:	November 2014

Millthorpe School's Publication Scheme

for 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 available in paper form on request.

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 Commissioner. A copy of the model scheme can be found on the ICO website: [Model publication scheme](#)

2. Aims and Objectives

The school aims to:

- Meet the requirements of the FOIA
- Respond promptly to any request from stakeholders
- Apply charges for information only where necessary

and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish, have recently published, or which will publish in the future. This is split into 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 organised into six self-explanatory areas in line with the model Publication Scheme, as follows:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers

4. 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.

Email: admin@millthorpeschool.co.uk
Tel: 01904 686400
Fax: 01904 686410
Contact Address: Millthorpe School, Nunthorpe Avenue, York YO23 1WF

In order to help us process your request quickly, please clearly mark any correspondence

"FREEDOM OF INFORMATION REQUEST" (in CAPITALS please)

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

5. Paying for information

Single copies of the information covered by this publication are provided free of charge unless indicated otherwise in section 6. Where there is a charge this is indicated by a £ sign in the Location box.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, then we will let you know the cost before fulfilling your request. The charges levied will be to cover our costs in producing / sending the document only, as follows:

Printing / photocopying: actual cost (currently 1.5p per A4 sheet)

Postage: actual cost of 2nd class post.

6. Classes of Information Currently Published

1. Who we are and what we do	
Description	Location
<ul style="list-style-type: none"> Instrument of Government 	Available on request
<ul style="list-style-type: none"> The name, address and telephone number of the school, and the type of school. 	On website
<ul style="list-style-type: none"> The names of the head teacher and chair of governors. 	On website
<ul style="list-style-type: none"> Information about the school's policy on providing for pupils with special educational needs. 	Available on request
<ul style="list-style-type: none"> A description of the policies relating to disabled pupils. 	Equality Policy on website.
<ul style="list-style-type: none"> The names, and contact details of the school's governors and the basis on which they have been appointed. 	On website
<ul style="list-style-type: none"> Details of school session times and dates of school terms and holidays. 	On website
2. What we spend and how we spend it	
Description	Location
<ul style="list-style-type: none"> Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns, including any additional funding or income. 	Available on request
<ul style="list-style-type: none"> Details of the capital funding allocated to the school together with information on related building projects and other capital projects. 	Available on request.
<ul style="list-style-type: none"> Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. 	Available on request.
<ul style="list-style-type: none"> The statement of the school's policy and procedures regarding teachers' pay. 	Available on request.
<ul style="list-style-type: none"> Staffing and grading structure 	Available on request.
<ul style="list-style-type: none"> Details of allowances and expenses that can be claimed or incurred by governors 	Available on request.
3. What our priorities are and how we are doing	
Description	Location
<ul style="list-style-type: none"> The latest performance data 	On website
<ul style="list-style-type: none"> The latest Ofsted report 	On website
<ul style="list-style-type: none"> Recent successes and priorities for improvement 	Available on request

• Meeting the needs of students	Available on request
• Pastoral care	Available on request
• Links with parents/carers and the community	Available on request
• A plan setting out the actions required following the last Ofsted inspection	Available on request. (£)
• Performance management policy and procedures.	Available on request
• Any major proposals for the future of the school involving, for example, consultation or a change in school status.	To be published as appropriate.
4. How we make our decisions	
Description	Location
• Information on the school policy on admissions.	On website (link to Local Authority)
• Minutes of meetings of the Governing Body and sub-committees	Available on request. (£)
5. Our policies and procedures	
• Charging and remission policy	On website
• Health & Safety policy	On website
• Complaints policy	On website
• Staff conduct policy	Available on request.
• Discipline and grievance policy	Available on request.
• Home-school agreement	On website
• Curriculum policy	On website
• Details of subjects studied at KS4	Available on request.
• Sex and relationship education policy	On website
• Collective worship	On website
• Careers education	Available on request.
• Behaviour	On website

<ul style="list-style-type: none"> Recruitment 	Vacancies are on website.
<ul style="list-style-type: none"> Charging 	See Section 5 above
6. Lists and Registers	
<ul style="list-style-type: none"> Curriculum circulars and statutory instruments 	To be made available as appropriate
<ul style="list-style-type: none"> Disclosure logs 	To be made available as appropriate
<ul style="list-style-type: none"> The school's inventory showing items of equipment over £50 in value. 	Available on request
<ul style="list-style-type: none"> Any other information the school is currently legally required to hold in publicly available registers. 	To be made available as appropriate

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme, which has been drawn up nationally and adopted by the school. 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:

The Chair of Governors, Millthorpe School, Nunthorpe Avenue, York, YO23 1WF.

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 deals with formal complaints.

Address your complaint to:

***The 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.

Website: www.informationcommissioner.gov.uk