

Freedom of Information Act – Model Publication Scheme

Under the Freedom of Information Act, Collis Primary School has adopted the model publication scheme, which tells members of the public how to access specific information about the school. The table below shows what is available and how it may be accessed. The model publication scheme must be adopted in full and unedited. Points not relevant to Collis are noted.

Information request handling policy

All requests for information should be made to Lindsay Brodin, School Business Manager, via the school office at info@collis.richmond.sch.uk or on 020 8977 1458.

We will respond to requests within 20 working days of receipt of the request. ‘Working days’ are term time only.

At present, there is no charge for hard copies of information, but this may be reviewed depending upon the administration costs of requests received.

Information available in hard copy can be inspected at the school office.

**Finally, please bear with us while we are consolidating the new website.
We will be improving links to items over the coming weeks.
If you cannot find an item, please do contact Lindsay Brodin, as above.**

1. Who we are and what we do

<i>Information</i>	<i>How it can be obtained</i>
Who’s who in the school	Website
Who’s who on the Governing Body and the basis of their appointment	Website
Instrument of Government	Hard copy
Contact details for the Headteacher and for the Governing Body	Website
School prospectus	Website
Annual report	Not relevant to Collis
Staffing structure	Website
School session times and term dates	Website

2. What we spend and how we spend it

<i>Information</i>	<i>How it can be obtained</i>
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy
Procurement and projects	No information available
Pay policy	No information available
Staffing and grading structure	No information available
Governors' allowances	Hard copy

3. What our priorities are and how we are doing

<i>Information</i>	<i>How it can be obtained</i>
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> ○ Summary ○ Full report 	Website Hard copy Website
Performance management policy and procedures adopted by the Governing Body	Website
School future plans	Hard copy
Every Child Matters – policies and procedures	Website

4. How we make decisions

<i>Information</i>	<i>How it can be obtained</i>
Admissions policy / decisions (not individual admissions decisions)	Website
Agendas of meetings of the Governing Body and its committees	Hard copy if available
Minutes of meetings of Governing Body and its committees – this will exclude information that is properly regarded as private to the meetings.	Hard copy

5. Our policies and procedures

<i>Information</i>	<i>How it can be obtained</i>
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety 	<ul style="list-style-type: none"> • Hard copy • Hard copy

<ul style="list-style-type: none"> • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<ul style="list-style-type: none"> • Hard copy • No information available • Hard copy • No information available • See above • Website • No information available
<p>Pupil and curriculum policies including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility plan • Race equality • Collective worship • Careers education • Pupil discipline 	<ul style="list-style-type: none"> • Website • Website • Website • Website • Website • Hard copy • Website – anti-racial policy • Website • No information available • Website – Behaviour policy
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policy • Data protection (including information sharing policies) 	<ul style="list-style-type: none"> • No information available • No information available • 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>There are currently no charges made for information routinely published.</p>

6. Lists and registers

<i>Information</i>	<i>How it may be obtained</i>
Curriculum circulars and statutory instruments	No information available
Disclosure logs	No information available
Asset register	By inspection only
Any information the school is currently legally required to hold in publicly available registers (this does not include	No information available

the attendance register)	
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7. The services we offer

<i>Information</i>	<i>How it may be obtained</i>
Extra curricular activities	Website
Out of school clubs	Website
School publications	No information available
Services for which the school is entitled to recover a fee, together with those fees	No information available
Leaflets, books and newsletter	Website