
	<b>Name of School</b>	<b>Corbets Tey School</b>
	<b>Policy Review Date</b>	<b>18<sup>th</sup> November 2020</b>
	<b>Next Review Date</b>	<b>Spring 2022</b>
	<b>Reviewed by</b>	<b>Governor Name: Julie Lamb</b> <b>Governor Signature:</b> 

## Freedom of Information Publication Scheme

The governing board is responsible for maintenance of this scheme.

### Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that no-one is placed at an unreasonable or unfair advantage over others.

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

This policy meets the requirements of the GDPR and the provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the GDPR and the ICO's code of practice for subject access requests.

This publication scheme commits Corbets Tey School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Corbets Tey School.

The scheme commits Corbets Tey School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Corbets Tey School and falls within the classifications below.
- To specify the information, which is held by Corbets Tey School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information Corbets Tey School makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The classes of information that we undertake to make available are organised into seven broad topic areas:

- 2.1 Who we are and what we do.**
- 2.2 What we spend and how we spend it.**
- 2.3 What our priorities are and how we are doing.**
- 2.4 How we make decisions.**
- 2.5 Our policies and procedures.**
- 2.6 Lists and registers.**
- 2.7 The services we offer.**

## 2. Classes of information

<p><b>2.1 Who we are and what we do.</b></p> <p>Organisational information, locations and contacts, constitutional and legal governance.</p>	<p><b>School Website (including School Prospectus)</b></p> <p>There is no statutory requirement for schools to publish a School prospectus. However a link to this is included on our school website. Schools are required to publish certain information online and the following is available at <a href="http://www.corbetsteyschool.org.uk">www.corbetsteyschool.org.uk</a></p> <ul style="list-style-type: none"> <li>• School contact details</li> <li>• Admission arrangements</li> <li>• Ofsted reports</li> <li>• Exam and assessment results</li> <li>• Key stage 2 (KS2) results</li> <li>• Key stage 4 (KS4) results</li> <li>• Performance tables</li> <li>• Curriculum</li> <li>• Behaviour policy</li> <li>• Pupil premium</li> <li>• Year 7 literacy and numeracy catch-up premium</li> <li>• PE and sport premium for primary schools</li> <li>• Special educational needs (SEND) report</li> <li>• Charging and remissions policies</li> <li>• Values and ethos</li> </ul> <p><b>Also available is:</b></p> <p>Information on our school governors School facilities School Policies</p>
<p><b>2.2 What we spend and how we spend it.</b></p> <p>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</p>	<p><b>The following information can be obtained upon request:</b></p> <ul style="list-style-type: none"> <li>• Annual budget and budgets for the previous 2 years</li> <li>• Use of Pupil Premium and other ring-fenced funds</li> <li>• Capital Funding</li> <li>• Additional Funding &amp; Grants</li> <li>• Procurement and Contracts <ul style="list-style-type: none"> <li>• Details of procedures used for the acquisition of goods and services.</li> <li>• Details of contracts that have gone through a formal tendering process</li> </ul> </li> </ul>
<p><b>2.3 What our priorities are and how we are doing.</b></p> <p>Strategy and performance information, plans, assessments, inspections and reviews.</p>	<p>The following are available on our school website at <a href="http://www.corbetsteyschool.org.uk">www.corbetsteyschool.org.uk</a></p> <ul style="list-style-type: none"> <li>• Equality Plan (and progress towards objectives)</li> <li>• Accessibility Plan (and progress towards objectives)</li> <li>• Major proposals for the future of the school</li> <li>• Child protection policies</li> <li>• Published reports of Ofsted referring expressly to the school</li> <li>• Performance data</li> <li>• End of key stage teacher assessments</li> </ul>
<p><b>2.4 How we make decisions.</b></p> <p>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.</p>	<p>The following information is available upon request:</p> <ul style="list-style-type: none"> <li>• Minutes of Governing Board meetings, agendas, and papers from governing board and its sub-committees that are not marked "confidential".</li> <li>• Havering SEND Policy (Admissions to Special Schools)</li> </ul>

<p><b>2.5 Our policies and procedures.</b></p> <p>Current written protocols for delivering our functions and responsibilities.</p>	<p>Non-curriculum policies including safeguarding policies, procedures, guidance documents, are available on our school website:</p> <p><b>Safeguarding policies</b>  COVID19 Policy Adjustments - School Safeguarding and Child Protection v2.1  Emergency Plan Evac and Fire Action  Fire Plan Avelon  Safeguarding Adults at Risk Policy  Safeguarding and Child Protection Policy  Safeguarding Code of Conduct  Notice to all visitors  School Visitor Protocol</p> <p><b>Computing and Online Safety Policies</b>  Computing Policy  Online Safety Guidance - What do we do if  Online Safety Policy  Online Security Policy  Mobile Phone &amp; Handheld Device Policy  Remote Education Policy  Social Media Policy  Acceptable Use Policy - Governors  Acceptable Use Policy - Headteacher  Acceptable Use Policy - Staff  Acceptable Use Policy - Visitors</p> <p><b>Equality Policies</b>  Accessibility Plan  Equal Opportunities Policy  Multicultural Education and EAL Policy  Race Equality and Racial Incidents Policy  Single Equality Policy  Single Equality Policy Objectives</p> <p><b>Finance Policies</b>  Charging and Remissions Policy  Credit Control Policy  Finance Policy and Procedures  Hospitality and Gifts Policy and Procedures  Inventory Control Policy and Procedures  Lettings Policy</p> <p><b>Governor Policies</b>  Governor Code of Conduct  Induction for Governors  Governor Visits Policy  Scheme for paying governor's allowances</p> <p><b>HR Policies</b>  <i>Pay and Appraisal policies</i>  Pay Policy  Teacher Appraisal Policy  Secondment Policy  <i>HR Safeguarding policies</i>  Safer Recruitment and Selection Policy  Induction Policy (including NQT)  Staff Photo Policy  <i>Sickness and other absence related policies</i>  Managing Staff Attendance Policy  Personal Leave Policy  Family Leave Policy</p>
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	<p><i>Capability, probation and performance management policies</i></p> <p>Capability Policy  Probationary Policy  Flexible Working Policy  Organisational Change Policy  CPD Policy and Procedures</p> <p><i>Staff discipline, conduct and grievance policies</i></p> <p>Disciplinary Policy  Grievance Policy</p> <p><i>HR Health and Safety Policies</i></p> <p>Dignity at Work Policy  Alcohol and other drugs misuse policy for staff  Equality and Diversity for School Staff Policy</p> <p><b>Other Policies</b></p> <p>Admin &amp; Storage of Medication Policy  Admissions Policy LA  Adverse Weather Policy  Alcohol and Drugs Policy Pupils  Animals in School Policy  Antibullying Policy  Assessment Policy  Attendance Policy  Behaviour Management Policy  Children and young people with health needs who cannot attend school  Children who are Looked After (CLA) previously looked after children  Complaints Policy and Procedure  Data Protection Policy  Educational Visits Policy  Emotional &amp; Physical Wellbeing Policy  Examinations Appeal Policy  Exclusions Policy  Freedom of Information  Health and Safety Policy  Healthcare and First Aid Policy  Intimate Care Policy  Lone Working Policy  Managing Serial and Unreasonable Complaints Policy  Mentoring Protocol  Parent/Carer Partnership and Communication Policy  Peer on peer abuse policy  PHSE and Citizenship Policy  Physical Intervention Policy  Premises management documents (Site development plan, M&amp;I matrix)  Preventing Extremism Policy  Privacy Notice - Parents - their child's data  Privacy Notice Staff  Privacy Notice Students  Provider Access Policy Statement  Records Management Policy  Relationship and Sex Education Policy  School Security Policy and Procedure  Security Access &amp; ID Card Policy  SEND Policy (&amp; information report)  SMSC Policy  Supporting pupils with medical conditions policy  Teaching and Learning Policy  Transportation Policy  Whistleblowing Policy  Workplace Smoking Policy</p>
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<p><b>2.6 Lists and registers.</b></p> <p>Information held in registers required by law and other lists and registers relating to the functions of the authority.</p>	<p>The school inventory contains information on the school's assets</p>
<p><b>2.7 The services we offer.</b></p> <p>Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.</p>	<p>The school Lettings Policy describes the availability and cost of the use of our school site facilities to the community.</p> <p>The Local Offer describes the services, curriculum and facilities that the school offers to students with learning disabilities.</p>

The classes of information will not generally include:

- Information on the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **3 The method by which information published under this scheme will be made available**

Corbets Tey School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Corbets Tey School, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

#### 4. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

The fees for providing copies of the documentation are worked out on a scale basis as shown below.

Number of Pages	Copying Fee
1-19	£1
20-29	£2
30-39	£3
40-49	£4
50-59	£5
60-69	£6
70-79	£7
80-89	£8
90-99	£9
100-149	£10
150-199	£15
200-249	£20
250-299	£25
300-349	£30
350-399	£30
400-449	£40
450-499	£45
500+	£50

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

#### 5. Written requests

Information held by a public authority 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.

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request

- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary

Parents, or those with parental responsibility, have a legal right to free access to their child's educational record (which includes most information about a student) within 15 school days of receipt of a written request. This applies to all students under the age of 12. For students aged 12 or over, see section 9.2 of the Data Protection Policy for Mental Capacity Act principles concerning capacity around giving permission and best interests decisions.

## 6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email or letter. Contact details are set out below or you can visit our school website at [www.corbetsteyschool.org.uk](http://www.corbetsteyschool.org.uk).

Email: **[office@corbetstey.havering.sch.uk](mailto:office@corbetstey.havering.sch.uk)**

Tel: **01708 225888**

Contact Address: **Harwood Hall Lane, Upminster, Essex, RM14 2YQ.**

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 and isn't on our website, you can still contact the school to ask if we have it.