The Winterton Federation
Freedom of Information Publication Scheme

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Name of responsible Committee/individual:	Governing Board
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Targeted audience:	Parents/Carers/Staff/Governors
Related documents: All federation policies referred to are available on the federation website: https://thewintertonfederation.co.uk If English is not your first language, and you require assistance/translation, please contact the Junior school office.	Freedom of Information Act 2000;
Strategic alignment:	

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At The Winterton Federation we endeavour to nurture unique individuals in a happy, safe, respectful and inclusive environment, where everyone is inspired to be the best they can be throughout their journey of life.

"Let your light shine so others may see your good deeds|" Matthew 5:1

This is The Winterton Federation's Publication Scheme on information available under the Freedom of Information Act 2000

The governing board is responsible for maintenance of this scheme.

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 ICO expects schools to make the information in this document available unless:

- We do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

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

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

How to request information
If you require a paper version of any of the documents within the scheme, please contact either school by telephone, email or letter. Contact details are set out below or you can visit our website at www.thewintertonfederation.co.uk

Email: **adminwis@thewintertonfederation.co.uk or**

adminwjs@thewintertonfederation.co.uk

Tel: **Winterton C of E Infants' School - 01724 732386**

Winterton Junior School - 01724 732333

Contact Address: **The Winterton Federation, West Street, Winterton, Scunthorpe, North Lincolnshire, DN15 9QG**

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

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

Paying for information
The federation does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**. If you don't have access to the internet, you can access our website using a local link or library.

Single copies of information covered by this publication are provided free unless stated otherwise below. 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.

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Classes of Information Currently Published

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.		
Information to be published	**How the information can be obtained**	**Cost**
Instrument of Government The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.	Website - Key Information - Our Team - Governors	
School Prospectus	We do not produce a prospectus - all relevant information is on the federation website	
Who's who in the federation Including contact details	Website - Key Information - Our Team	
Governing Board The names, and contact details of the governors and the basis on which they have been appointed.	Federation Website - Key information - Our team	
School session times and term dates Details of school session times and dates of school terms and holidays.	Federation Website - Juniors or Infants - Important dates	
Location and contact information The address, telephone number and website for the school together with the names of key personnel.	Federation Website - Contact	
Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.		
Information to be published	**How the information can be obtained**	**Cost**
Annual budget plan and financial statements Details of the Individual Schools Budget distributed by the Local Authority and the federation's annual income and expenditure returns.	Hard copy from either federation school	
Capital Funding Details of the capital funding allocated to the federation together with information on related building projects and other capital projects.	Hard copy from either federation school	
Additional Funding Income generation schemes and other sources of funding.	Hard copy from either federation school	
Financial Audit Reports	Hard copy from either federation school	
Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy from either federation school	
Pay Policy	Hard copy from either federation school	

The statement of the federation's policy and procedures regarding teachers' pay. **Staffing and grading structure**	Hard copy from either federation school	
Governors' allowances Details of allowances and expenses that can be claimed or incurred.	Federation Website - Key Information - Our Team - Governors	
Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum		
Information to be published	**How the information can be obtained**	**Cost**
Government-supplied performance data	Federation Website	
The latest Ofsted Report and Summary	Federation Website - Key Information - Ofsted	
Performance management information Performance management policy and procedures adopted by the governing board.	Hard copy from either federation school	
Federation's future plans Any major proposals for the future of the school involving, for example, consultation or a change in school status.	Hard copy from either federation school. No current plans to change status are in place	
Every Child Matters/Child Protection The contribution of the Federation to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.	Federation Website - Key Information - Policies and Key Information - Safeguarding	
Federation Development Plan	Hard copy from either federation school	
Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.		
Information to be published	**How the information can be obtained**	**Cost**
Admissions policy/decisions The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.	Federation Website - Key Information - Other - Admissions	
Minutes of meetings of the governing board and its sub committees Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with	Hard copy from either federation school	

the exception of information that is properly considered to be private to the meeting.		
Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
Information to be published	**How the information can be obtained**	**Cost**
Pupil and Curriculum policies This includes such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship and pupil discipline.	Federation Website - Key Information - Policies Hard copy from either federation school For other policies not listed on the website, please contact either school office for a hard copy	
Records management and personal data policies This includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.	Federation Website - Key Information - Policies Hard copy from either federation school	
Equality and diversity This includes policies, schemes, statements, procedures and guidelines relating to equal opportunities.	Federation Website - Key Information - Policies Hard copy from either federation school	
Policies and procedures for the recruitment of staff If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.	Federation Website - Key Information - Policies Hard copy from either federation school We do not currently advertise vacancies on our website	
Charging regimes and policies This includes charges made for information routinely published. They clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.	Federation Website - Key Information - Policies Hard copy from either federation school	
Class 6 - Lists and registers Currently maintained list and registers only (this does not include the attendance registers).		
Information to be published	**How the information can be obtained**	**Cost**
Curriculum circulars and statutory instruments Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Executive Headteacher/Governing Board concerning the curriculum.	Hard copy from either federation school	
Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available.	Hard copy from either federation school	

Asset register Some information would be expected from capital asset registers to be available, if such registers are held.	Hard copy from either federation school	
Any information the federation is currently legally required to hold in publicly available registers (this does not include attendance registers)	Hard copy from either federation school	
Class 7 - The services we offer Information about the services the federation provides including leaflets, guidance and newsletters. Current information only.		
Information to be published	**How the information can be obtained**	**Cost**
Extra-curricular activities	Federation Website - Key Information - Curriculum	
Out of school clubs	Not applicable	
School publications, Leaflets, booklets and newsletters	Federation Website	
Services for which the Federation is entitled to recover a fee, together with those fees	Federation Website - Key Information - Policies (see Charging and Remissions Policy)	

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 the Executive 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

Email: publications@ic-foi.demon.co.uk.

Website: www.informationcommissioner.gov.uk