

Sutton Veny CofE Primary School

Freedom of Information Scheme



This is the School Publication Scheme on information available under the Freedom of Information Act 2000. The school uses the model publication scheme, which has been prepared and approved by the Information Commissioner's Office. You can access the ICO model publication scheme by clicking [here](#). The governing body is responsible for maintenance of this scheme.

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
- Whether the information is available free of charge or on payment
- The manner in which the information will be published

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.

Classes of Information Published

Who we are and what we do
The following information is published on the school website: https://www.suttonveny.wilts.sch.uk/ The information is also available in hard copy at a cost of 5p per page. <ul style="list-style-type: none">• School personnel• General School Information, including vision, values and ethos• An outline of the school curriculum• The constitution of the Governing Body• Information about and duties of the governors• School session times and term dates• Location and contact information
What we spend and how to spend it
The following information is available in hard copy on request at a cost of 5p per page <ul style="list-style-type: none">• Annual budget plans and financial statements• Capital funding• Financial audit reports• Detail of expenditure (items over £2,000)• Procurement and contracts the school has entered into, or information relating to a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)• Pay Policy• Staff allowances and expenses that can be incurred or claimed• Staffing pay grade structure

- Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors

What are priorities are and how we are doing

The following information is published on the school website:

<https://www.suttonveny.wilts.sch.uk/information/>

- Performance data supplied to the English Government or a direct link to the data
- The latest Ofsted report
- The latest SIAMS report

The following information is available in hard copy on request at a cost of 5p per page

- Staff Appraisal Policy (performance management) adopted by the governing body
- The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status

How we make decisions

The following information is published on the school website:

<https://www.suttonveny.wilts.sch.uk/information/admissions/>

- Admissions policy and decisions – link to the Local Authority

The following information is available in hard copy on request at a cost of 5p per page

- Minutes of meetings of the governing body and its committees

Our policies and procedures

The following information is published on the school website:

<https://www.suttonveny.wilts.sch.uk/information/reports-and-policies/>

- School policies
- Pupil and curriculum policies
- Records management and personal data policies
- Charging policies

Lists and registers

The following information is available on request. Some information may only be available by inspection.

- Currently maintain lists and registers only

The services we offer

The following information is published on the school website:

<https://www.suttonveny.wilts.sch.uk/information/clubs/>

- After school clubs
- After school care providers
- Wider opportunities, or community clubs

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:

- Telephone: 01985 840428
- Email: admin@suttonveny.wilts.sch.uk
- Website: www.suttonveny.wilts.sch.uk
- Contact Address: Sutton Veny CE Primary School, High Street, Sutton Veny, Warminster Wiltshire BA12 7AP

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPTIALS)

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have the internet, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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.

Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher at Sutton Veny CE Primary School.

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 as follows:

ICO helpline: open between the hours of 9.00am and 5.00pm, Monday to Friday.

08456 306060

01625 54 57 45

Enquiry/Information Line: 01625 545 700

Fax: 01625 524510

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By email: notification@ico.gsi.gov.uk⁶

Website: www.informationcommissioner.gov.uk

Approved by:	Governing Body	Date: 7.2.2022
Last reviewed on:	February 2022	
Next review due by:	February 2023	