



Westwood with Iford School

Publication Scheme

(This policy should be read in conjunction with the Freedom of Information and Data Protection Policies)

Date: September 2016

Review Date: September 2018

The governing body is responsible for the maintenance of this scheme.

This scheme documents all the information that the school holds. It defines the following for Freedom of Information Act purposes:

- The classes of information which we publish or intend to publish.
- The manner in which the information will be published.

All information in our publication scheme is either available for you on our website to download and print or available in paper form. Some information which we hold may not be made public, for example personal information.

Appendix A lists non sensitive information

Appendix B is a register of sensitive data held by the school

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

Single copies of information covered by this publication are generally provided free however if your request means that we have to do a lot of photocopying or printing or incurs a large postage charge we will let you know the cost before fulfilling your request.

Appendix A: Register of non-sensitive information

Published Information	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Westwood with Iford Primary School Lower Boswell Road, Westwood Wilts, BA15 2BY	School Website From the School
School staff and structure – names of key personnel	School website
Governing body- names and contact details of the governors	School website Hard copy
Contact details for the Head teacher and for the governing body	School website
School prospectus	School website
School session times and term dates	School website
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure)	
Annual budget plan and financial statements	Hard copy
Capital funding – building and other capital projects	Hard copy
Additional funding	Hard copy
Procurement and projects	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Government supplied performance data The latest Ofsted report - Summary - Full report	School website Hard copy

Published Information	How the information can be obtained
Performance management policy and procedures adopted by the governing body.	Hard copy
School's future plans including school development plans	Hard copy
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	School website Hard copy
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Admissions policy/decisions (not individual admission decisions) – arrangements and procedures and right of appeal	School website Hard copy
Governing body meeting agendas, papers and minutes – information that is properly considered to be private is excluded	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Attendance Policy Accessibility Policy Assessment Policy Behaviour Charging policy Collective worship Redundancy Able, Gifted and Talented Policy Data protection Drugs Policy Educational Visits Equal Opportunities Policy EYFS Freedom of Information Policy Governor Expenses Policy Health and Safety Policy Home-school agreement Instrument of governance Teaching & Learning New Governor Induction Policy Pay Policy	Some policies are on the school website or hard copies are available on request. If multiple copies are required, there will be a charge.

Safer Recruitment Policy Safeguarding Children in Education Code of Conduct Data Handling Sex, Relationships Education Policy Special educational needs Whistleblowing Policy Health and Safety Policy Complaints procedure Staff Code of Conduct policy	
Class 6 – Lists and Registers	
Disclosure logs	Inspection
Asset register	Inspection
Any information the School is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard Copy
Extra-curricular activities	School website Hard copy

Appendix B: Register of sensitive data

Type of data	Held on	Minimum period to be retained	Type of protection	Who can access the data
Child protection files	School network Paper files	DOB + 25 years	Password protection and/or encryption In secure cabinet	Senior staff CP officers
Child protection allegation against member of staff	School network Paper files	10 years or until retirement,	Password protection and/or encryption	Senior staff

		whichever longer	In secure cabinet	
Governing Body minutes and papers	Paper files School network	Original signed papers – permanent (transfer to archive after 6 years)	Password protection and/or encryption Secure cabinet	Governors Senior staff Clerk to governors
Admissions appeals documentation	School network Paper files	1 year	Password protection and/or encryption Secure cabinet	Senior staff Key support staff
Attendance information	SIMS	3 years + current year	Password protection	Office staff
Pupil personal data	SIMS Electronic data Other school documents	Retain for time pupil attends school and transferred to next school	Password protection and/or encryption Secure cabinet	All staff
Pupil SEN data	SIMS Other school documents	DOB + 25 years	Password protection and/or encryption Secure cabinet	All staff
Pupil statement information	SIMS Other school documents	DOB + 30 years	Password protection and/or encryption Secure cabinet	Senior staff SENCo and other SEN staff
Examination results	SIMS School network Paper files	6 years + current year	Password protection and/or encryption Secure cabinet	All staff
Personnel data	SIMS School network Paper files	Termination + 7 years	Password protection and/or encryption Secure cabinet	Senior staff Finance Officer Governors
Recruitment and Interview information	Paper files School network	Date of interview + 6 months	Password protection and/or encryption Secure cabinet	Governors Senior staff
Type of data	Held on	Minimum period to be retained	Type of protection	Who can access the data
Staff disciplinary warnings	School network Paper files	Date of expiry of warning + 6 months	Password protection and/or encryption Secure cabinet	To the extent relevant: Governors Headteacher Senior staff
Financial data	SIMS FMSiS Other school documents	Six years plus current financial year	Password protection and/or encryption	Senior staff Governors Finance Officer

Payroll information other school documents	SIMS FMSiS Other School Docs School network	Last date of employment + 85 years	Password protection and/or encryption	Senior staff Finance Officer
Performance Management information	School network Paper files	Current year + 5 years	Password protection and/or encryption Secure cabinet	Senior staff Finance Officer
Official complaints under the complaints procedure	Paper files	Date of Resolution of complaint + 6yrs (review for further retention in the case of contentious disputes)	Secure cabinet	Senior Staff Governors