



The Abbey CE VA Primary School

Freedom of Information (FOI) Scheme

Implementation date: February 2019
Review date: February 2021
Next review date: February 2022

The table below lists the information The Abbey CE VA Primary School is obliged to publish or make available. This scheme is based on the model Information Commissioner's Office (ICO) publication scheme.

The table below indicates the location of the information. The vast majority of the information can be found on the school website which is free to access at www.abbey.herts.sch.uk.

Should you wish to request a copy of any of the information listed below, please make your request in writing/email and allow 20 school days for a response (see Abbey School term dates on the school website). The requested information can be sent electronically. Alternatively, reprographic charges apply for providing printed matter (12p/sheet) and postage (cost of recorded delivery).

Class 1 – Who we are and what we do (current information only)

Information to be published	How the information can be obtained
Who's who in Abbey School	School website
Who's who on the Full Governing Board (FGB)	School website
Instrument of Government	FOI folder (school office)
Contact details, via the school, for the Head teacher and Governing Board	School website
School prospectus	School website
Annual Parent / Governor Forum	Annual event in March, date published on school website and parents/carers invited to attend
Abbey School staffing structure	School website
Abbey School session times and term dates	School website
Abbey School address, contact details and email address	School website
Abbey School Values and Ethos	School website

Class 2 – What we spend and how we spend it (current and previous financial year as a minimum)

Information to be published	How the information can be obtained
Annual budget plan and financial statements	Annual letter to parents and FOI folder

Capital funding	FOI folder
Financial audit reports	FOI folder
Details of expenditure items over £2,000	FOI folder
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 (eg local authority or Diocese)	FOI folder
Abbey School Pay Policy (for teachers)	FOI folder
Staff allowances and expenses that can be incurred with totals paid to senior staff (SLT) whose basic salary is greater than £60,000	FOI folder
Staffing, pay and grading structure, including salaries for senior staff in bands of £10,000	FOI folder
Governor Allowances policy and a record of payments made to individual governors	FOI folder

Class 3 – What our priorities are and how we are doing (current information as a minimum)

Information to be published	How the information can be obtained
School data, including: <ul style="list-style-type: none"> performance data supplied to the government (or a link to that data) latest Ofsted report post-inspection plan 	School website School website N/A
Performance management policy and procedures as adopted by the FGB	FOI folder (see under Class 2)
The school's future plans	FOI folder (School Development Plan)
Safeguarding and Child Protection	School website

Class 4 – How we make decisions (3 years as a minimum)

Information to be published	How the information can be obtained
Admissions Policy including information on the right to appeal, application numbers and patterns of successful applicants	School website School Prospectus (on school website)
Agenda and minutes of the governing board and committees (excluding private meetings)	FOI folder

Class 5 – Our policies and procedures (current information only)

Information to be published	How the information can be obtained
Statutory policies, procedures and key documents:	
<ul style="list-style-type: none"> Child Protection Policy 	School website
<ul style="list-style-type: none"> Home School Agreement 	School website
<ul style="list-style-type: none"> Capability of Staff 	FOI folder

• Behaviour Policy, including Behaviour Principles	School website
• Sex Education	School website
• Special Educational Needs	School website
• Teacher Appraisal	FOI folder (see under Class 2)
• Health and Safety	School website
• Accessibility Plan	School website
• Safer Recruitment Policy	School website
• Complaints Procedure	School website
• Supporting Pupils with Medical Conditions	School website
• Allegations of Abuse Against Staff	School website (Child Protection Policy)
• Staff Discipline, Code of Conduct and Grievance Procedure	FOI folder
• Equality Objectives and Information	School website
• Website compliance	FOI folder
• Register of Business Interests, Governors	School website
• Early Years Foundation Stage Policy	School website
Records management and personal data policies including : • Information security policies • Records retention, destruction and archiving policies • Data Protection	School website
Charging and Remissions Policy	School website

Class 6 – Lists and registers (currently maintained only)

Information to be published	How the information can be obtained
Curriculum circulars and statutory instruments	FOI folder
Disclosure logs (any listed requests for information)	N/A
Asset register of capital assets	FOI folder

Class 7 – The services we offer (current information only)

Information to be published	How the information can be obtained
Extra-curricular activities	School website
Out of school clubs	School website
Lettings Policy	School website
School publications, leaflets, books and newsletters	School website