

This is Buxton School's Publication Scheme on information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this scheme.

1. 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 scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

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.

2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes':

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

3. How to request information

Where it is within the capability of the school, information will be provided on our website. Where it is impracticable to make information available on our website or 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 overleaf.

Email: office@buxtonschool.org.uk

Tel: **020 8534 3425**

Fax: **020 534 3317**

Contact Name: Business Director

Contact Address: Buxton School
Cann Hall Road
Leytonstone
London, E11 3NN

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST” (in CAPITALS please)

In exceptional circumstances some information may be available only by viewing in person. Where this is the case, an appointment to view the information will be arranged within a reasonable timescale.

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it and it will be considered in accordance with the provisions of the Freedom of Information Act.

We will respond to requests within 20 working days excluding school holidays. Information will be provided in the language in which it is held or in such other language that is legally required.

5. Paying for information

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 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.

6. Classes of Information Currently Published

Class I - Who we are and what we do

Organisational information, structures, locations and contacts.

Information in this class will be current information only.

Information	How to obtain the information & Cost
<ul style="list-style-type: none"> • Who we are 	
<p>Buxton School is an all-through foundation school with trust status for pupils from nursery age to 16.</p> <p>The Executive Headteacher is Mrs Kath Wheeler</p> <p>The Senior Leadership Team can be contacted via the Executive Headteacher's PA</p>	
<ul style="list-style-type: none"> • Instrument of Government 	
<p>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.</p>	<p>Contact the Clerk to the Governors c/o the School</p> <p>10p per page</p>
<ul style="list-style-type: none"> • School prospectus 	
<p>Once the prospectus has been published and made available to parents, access to it will be available to anyone.</p>	<p>Hard copy from the School Office and via website</p> <p>Free of charge</p>
<ul style="list-style-type: none"> • Board of Governors 	
<p>The names, and contact details of the governors and the basis on which they have been appointed.</p>	<p>Contact the Clerk to the Governors c/o the School</p> <p>10p per page</p>
<ul style="list-style-type: none"> • School session times and term dates 	
<p>Details of school session times and dates of school terms and holidays.</p>	<p>Hard copy from the School Office and via website</p> <p>Free of charge</p>
<ul style="list-style-type: none"> • Location and contact information 	
<p>The official address of the school is Cann Hall Road, Leytonstone, London E11 3NN.</p> <p>However, during the re-building project (due for completion in January 2018) the visitor entrance is located in Terling Close, Leytonstone, London E11 3NT.</p> <p>Tel: 0208 534 3425 Fax: 0208 534 3317</p> <p>Website: www.buxtonschool.org.uk</p>	

Class 2 - What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

The minimum financial information available will be for the current and previous two financial years.

Information	How to obtain the information & Cost
<ul style="list-style-type: none">• Annual budget plan and financial statements	
Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.	Hard copy. Non confidential information is available from the Business Manager 10p per page
<ul style="list-style-type: none">• Capital funding	
Details of the capital funding allocated to the school together with information on related building projects and other capital projects.	Hard copy available from the Business Manager 10p per page
<ul style="list-style-type: none">• Additional Funding	
Income generation schemes and other sources of funding.	Hard copy available from the Business Manager 10p per page
<ul style="list-style-type: none">• 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 available from the Business Manager 10p per page
<ul style="list-style-type: none">• Pay policy	
The school's policy and procedures regarding pay.	Hard copy available from the Business Manager 10p per page
<ul style="list-style-type: none">• Staffing structure	
The staffing and grading structure.	Hard copy. Non confidential information is available from the Business Manager 10p per page
<ul style="list-style-type: none">• Governors' allowances	
Details of allowances and expenses that can be claimed.	Hard copy. 10p per page

Class 3 - What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Information in this class will be current information only.

Information	How to obtain the information & Cost
<ul style="list-style-type: none"> • School performance data <ul style="list-style-type: none"> ○ Government-supplied performance data ○ Summary of latest Ofsted report (summary and full) 	<p>Contact the Executive Headteacher via her PA 10p per page</p> <p>Details of Ofsted inspections are available from the Ofsted website or the School website</p>
<ul style="list-style-type: none"> • Performance management information 	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy available from the Business Manager 10p per page</p>
<ul style="list-style-type: none"> • Schools future plans 	
<p>Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p>	<p>Contact the Executive Headteacher via her PA</p>
<ul style="list-style-type: none"> • Safeguarding and child protection 	
<p>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.</p>	<p>Hard copy from the School Office and website 10p per page</p>

Class 4 – How we make decisions

Decision-making processes and records of decisions.

The minimum information available will be for the current and previous three financial years

Information	How to obtain the information & Cost
<ul style="list-style-type: none"> • Admissions policy / decisions 	
<p>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.</p>	<p>Hard copy from the School Office and website 10p per page</p>

<ul style="list-style-type: none"> • Minutes of meetings of the Governing body and its sub-committees 	
<p>The Governing Body and its sub-committees meet regularly:</p> <p>Inclusion & Diversity Committee Resources Committee Performance Committee</p>	<p>Agendas and Part A minutes of governors' meetings are available from the Clerk to the Governors c/o the School</p> <p>10p per page</p>

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Information in this class will be current information only.

<ul style="list-style-type: none"> • School policies 	
<p>The School has various policies, a number of which are on the website. Other policies are available on demand from the School.</p>	<p>Hard copy from the School Office and website</p> <p>10p per page</p>
<ul style="list-style-type: none"> • Records management and personal data policies 	
<p>Records management and personal data policies, including:</p> <p>Pupil records are maintained for up to seven years after a pupil has left the school.</p> <p>The School is registered under the Data Protection Act 1998. Our registration number is Z7248168.</p>	<p>Contact the Business Manager</p>
<ul style="list-style-type: none"> • Equality and diversity 	
<p>This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p>	<p>Hard copy from the School Office and website</p> <p>10p per page</p>
<ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff 	
<p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p>	<p>Website</p>
<ul style="list-style-type: none"> • Charging regimes and policies 	
<p>Charging policies, including charges made for information routinely published.</p>	<p>Hard copy available from the Business Manager</p>

Class 6 - Lists and registers

Any information the School is currently legally required to hold in publicly available registers (this does not include the attendance register).

Information in currently maintained list and registers only.

Information	How to obtain the information & Cost
<ul style="list-style-type: none">• Curriculum circulars and statutory instruments	
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	Contact the Executive Headteacher via her PA 10p per page
<ul style="list-style-type: none">• Disclosure logs	
Disclosure log indicating the information provided in response to requests.	Hard copy available from the Business Manager 10p per page
<ul style="list-style-type: none">• Asset register	
Any information the school is currently legally required to hold in publicly available registers	Contact the Executive Headteacher via her PA 10p per page

Class 7 - The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

Information	How to obtain the information & Cost
<ul style="list-style-type: none">• Newsletters, leaflets, guidance	Hard copy from the School Office and website Free of charge
<ul style="list-style-type: none">• Extra-curricular activities	Hard copy from the Extended School Project Manager and website Free of charge

Schedule of Charges

This describes how the charges have been arrived at.

Type of charge	Basis of charge
Photocopying/printing	Approximate cost of labour, toner, paper and machine
Postage	Actual cost of First or Second class Royal Mail or courier charge