



## The Winterton Federation Freedom of Information Publication Scheme



### 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- The information is archived, out of date or otherwise inaccessible; or,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](http://www.thewintertonfederation.co.uk)



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Email: [admin.wintertoninfants@northlincs.gov.uk](mailto:admin.wintertoninfants@northlincs.gov.uk)  
[admin.wintertonjuniors@northlincs.gov.uk](mailto:admin.wintertonjuniors@northlincs.gov.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.

**Classes of Information Currently Published**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>	<p>Federation Website</p>	
<ul style="list-style-type: none"> <li>• <b>Instrument of Government</b> 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.</li> <li>• <b>School Prospectus</b> The statutory contents of the school prospectus, as follows:               <ul style="list-style-type: none"> <li>• Information about the implementation of the governing board’s policy on pupils with special educational needs (SEND);</li> </ul> </li> </ul>	<p>Hard copy from either Federation school</p> <p>Federation Website/hard copy from either Federation school</p>	



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<ul style="list-style-type: none"> <li>• A description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.</li> </ul> <p>Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p> <ul style="list-style-type: none"> <li>• <b>Governing Board</b> The names, and contact details of the governors should be available and the basis on which they have been appointed.</li> <li>• <b>School session times and term dates</b> Details of school session times and dates of school terms and holidays.</li> <li>• <b>Location and contact information</b> The address, telephone number and website for the school together with the names of key personnel.</li> </ul>	<p>Federation Website</p> <p>Federation Website</p> <p>Federation Website</p>	
<p><b>Class 2 - What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.</p>	<p>Hard copy from either Federation school</p>	
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b> Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</li> <li>• <b>Capital Funding</b> Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</li> <li>• <b>Additional Funding</b> Income generation schemes and other sources of funding.</li> <li>• <b>Procurement and contracts</b> Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</li> <li>• <b>Pay Policy</b> The statement of the Federation's policy and procedures regarding teachers' pay.</li> <li>• <b>Staffing and grading structure</b></li> </ul>	<p>Hard copy from either Federation school</p> <p>Hard copy from either Federation school</p> <p>Hard copy from either Federation school</p> <p>Hard copy from either Federation school</p> <p>Hard copy from either Federation school</p>	





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<p>numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.</p> <ul style="list-style-type: none"> <li>• <b>Minutes of meetings of the governing board and its sub committees</b></li> </ul> <p>Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.</p>	<p>Hard copy from either Federation school</p>	
<p><b>Class 5 - Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>	<p>Federation Website/Hard copy from either Federation school</p>	
<ul style="list-style-type: none"> <li>• <b>Federation policies</b></li> </ul> <p>This will include Federation policies and procedures together with other information related to the Federation, such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</p> <ul style="list-style-type: none"> <li>• <b>Pupil and Curriculum policies</b></li> </ul> <p>This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship and pupil discipline.</p> <ul style="list-style-type: none"> <li>• <b>Records management and personal data policies</b></li> </ul> <p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p> <ul style="list-style-type: none"> <li>• <b>Equality and diversity</b></li> </ul> <p>This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p> <ul style="list-style-type: none"> <li>• <b>Policies and procedures for the recruitment of staff</b></li> </ul> <p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> <ul style="list-style-type: none"> <li>• <b>Charging regimes and policies</b></li> </ul> <p>Details of any statutory charging regimes should be provided. Charging policies should include charges made for</p>	<p>Federation Website/Hard copy from either Federation school</p>	



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information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.		
<b>Class 6 - Lists and registers</b> Currently maintained list and registers only.	Hard copy from either Federation school	
<ul style="list-style-type: none"> <li>• <b>Curriculum circulars and statutory instruments</b> Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Executive Headteacher/Governing Board concerning the curriculum.</li> <li>• <b>Disclosure logs</b> If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.</li> <li>• <b>Asset register</b> Some information would be expected from capital asset registers to be available, if such registers are held.</li> <li>• <b>Any information the Federation is currently legally required to hold in publicly available registers</b></li> </ul>	Hard copy from either Federation school	
<b>The services we offer</b> Information about the services the Federation provides including leaflets, guidance and newsletters. Current information only.	Federation Website	
Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: <ul style="list-style-type: none"> <li>• Extra-curricular activities;</li> <li>• Out of school clubs;</li> <li>• School publications;</li> <li>• Services for which the Federation is entitled to recover a fee, together with those fees;</li> <li>• Leaflets, booklets and newsletters.</li> </ul>	Federation Website	

**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



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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](mailto:publications@ic-foi.demon.co.uk).**

**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

***Publication Scheme written: Autumn 2022***

***Policy agreed by staff: Autumn 2022***

***Policy approved by Governors: Autumn 2022***

***Policy review date: Autumn 2023***



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**Appendix A**

**Further documents held by the Federation**

- Federation Improvement Plan;
- Summary of Pupil Achievement;
- Class Information;
- Welcome Document - General Information;
- Schemes of work and National Curriculum;
- Management Policies;
- Policy Statements for each subject of the curriculum;
- Child Protection and Safeguarding Policy;
- Communications Policy;
- Assessment Policy;
- Accessibility Plan;
- Health and Safety Policy;
- Lunchtime Supervision Policy;
- Drugs Policy;
- First Aid Policy;
- Homework Policy;
- Policy for Working with Volunteers;
- CCTV Policy;
- Charging and Remissions Policy;