



Kington St. Michael CE Primary School

Publication Scheme

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

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.

Requests for information not available online will incur a nominal fee of 10p per sheet to cover the school's photocopying costs plus the cost of post and packing if the information needs to be sent. We will let you know the approximate cost before fulfilling your request.

Where information is available by inspection only, please contact the office to make arrangements to visit the school.

Hard copies may be made available at the school office

Contact details:

Phone: 01249 750454

Email: admin@ksm.wilts.sch.uk

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)	
	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 Office
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 (School Prospectus)
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- contact office
Capital funding – building and other capital projects	Hard copy- contact office
Additional funding	Hard copy- contact office
Procurement and projects	Hard copy- contact office
Pay policy	Hard copy (excludes appendix D and E)- contact office
Staffing and grading structure	Hard copy- contact office
Financial Audit Reports	Hard copy-contact office
Details of expenditure items over £5000.00	Hard copy-contact office
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
School Performance data	School website
Performance management policy and procedures adopted by the governing body.	Hard Copy- contact Office
School's future plans including school development plans	School Website
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	School website
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
Governing body meeting agendas, papers and minutes – information that is properly considered to be private is excluded	Agenda- Hard copy Minutes – School website
Class 5 – Our policies and procedures	

(Current written protocols, policies and procedures for delivering our services and responsibilities)	
<p>Alcohol and Substances Misuse Policy Anti-Bullying Policy Attendance Policy Assessment, Recording and reporting Policy Fair Access Protocol Disability Equality Scheme and Action Plan Children with Medical Needs Policy Assessment Policy Behaviour Policy Capability Procedure Charging & Remissions Policy Charging Policy Cluster Absence Policy Collective Worship Policy Complaints Procedure Cover policy Critical Incident Policy Redundancy Pay policy for teachers High flyers Policy Data Protection Policy Drugs Policy E safety Policy (includes Laptop Policy) Educational Visits Policy Emergency Closure Policy Equality and Diversity Policy Exclusions Policy Facebook Safety- this is a 'leaflet'- do we have a policy/guide? Finance Procedures Financial Management Policy Foundation Stage Policy Freedom of Information Policy Health and Safety Policy Intimate Care Policy Physical restraint Policy Fire Safety Policy Fire Evacuation Plan Instrument of Governance Lettings Policy Learning and Teaching Policy Curriculum Policy Marking Policy New Governor Induction Pack Pay Policy (excluding appendix D and E) Pupil Premium Procedures School Fund Procedures School Swimming Charging Redundancy Pay Policy for Teachers Teachers Appraisal Policy Appointments Policy School Recruitment of ex-offenders Policy Child Protection and Safeguarding Policy Code of Conduct</p>	<p>Some policies and procedures are available on the website and can be found under:</p> <p>'policies and procedures' from the menu options on the left hand side of the home page</p> <p>Hard Copies are available from school on request and may incur a charge. Please contact the office</p>

Single Equalities Policy School storage of disclosure Information Policy School Collective Grievance Procedure School Collective Grievance Policy Schools appeals procedure School DBS policy Secure Data Handling Policy Sex and Relationship Policy SEND policy Personal Use of Social Media By Teaching and Support Staff Policy Teacher and Teaching Assistant CPD Use of Mobile Phones Policy Violence and Aggression to Staff Whistleblowing Policy	
Class 6 – Lists and Registers	
Asset register	Inspection- please contact the office to make an appointment
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection- please contact the office
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Extra-curricular activities	School website
Letting of school	School Website
Newsletters, leaflets, guidance	School website

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, whichever longer	Password protection and/or encryption In secure cabinet	Senior staff
Confidential 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 Governors
Recruitment and Interview information	Paper files School network	Date of interview + 6 months	Password protection and/or encryption Secure cabinet	Governors Senior staff
Staff disciplinary warnings	School network Paper files	Date of expiry of warning + 6 months	Password protection and/or encryption Secure cabinet	Governors Headteacher Senior staff
Financial data	SIMS Other school documents	Six years plus current financial year	Password protection and/or encryption	Senior staff Governors
Payroll information other school documents	SIMS Other School Docs School network	Last date of employment + 85 years	Password protection and/or encryption	Senior staff Finance staff
Performance Management information	School network Paper files	Current year + 5 years	Password protection and/or encryption Secure cabinet	Senior staff HR staff
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

Reviewed and approved by FGB: February 2016

Next due for renewal by FGB: February 2017