

Bassingbourn Village College Publication Scheme

Bassingbourn Village College is committed:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, held by the College which falls within the classifications below.
- To specify the information which is held by Bassingbourn Village College and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily and accessed by members of the public.
- To review and update on a regular basis the information Bassingbourn village College makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

A. Who are we and what do we do.

Organisational information, locations and contacts, constitutional and legal governance:

- **Instrument of Governance**

The document that records the name and category of the school and the name and constitution of the Governing Body.

- **School Prospectus**

The statutory contents of the school prospectus, as follows:

- i. Information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
- ii. A description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.
Once the prospectus has been published and made available to parents, access to it should be available to anyone.

- **Governing Body**

The names and contact details of the governors should be available and the basis on which they have been appointed.

- **School session times and term dates**

Details of school session times and dates of school terms and holidays

- **Location and contact information**

The address, telephone number and website for the school together with the names of key personnel.

B. What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit, for the current and previous two financial years (minimum):

- **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.

- **Capital funding**

Details of the capital funding allocated to the school together with information on related building projects and other capital projects.

- **Additional Funding**

Income generation schemes and other sources of funding, such as Specialist school funding.

- **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.

- **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

- **Staffing and grading structure**

- **Governors' allowances**

Details of allowances and expenses that can be claimed or incurred.

C. What our priorities are and how we are doing

Current Strategies and plans, performance indicators, audits, inspections and reviews:

- **School Profile**

- i. Government-supplied performance data
- ii. Summary of latest Ofsted report*

- iii. The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupils' health, safety and support; post-Ofsted action plan; links with parents and the community.
(*the full Ofsted report is available from the school office.)

- **Performance management information**

Performance management policy and procedures adopted by the governing body.

- **School's future plans**

Any major proposals for the future of the school involving, for example, consultation or a change of school status.

- **Every Child matters/Child protection**

The contribution of the school to the five Every Child matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of students in compliance with any guidance issued by the Secretary of State.

D. How we make decisions

Decision making processes, internal criteria and procedures, consultations and records of decisions for the current and previous three years :

- **Admissions policy/decisions**

Bassingbourn Village College's admission arrangements and procedures, together with information about the right to appeal. Individual admission decisions will not be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) will be if this information is held by the school.

- **Minutes of meetings of the Governing body and its sub-committees**

Minutes, agenda and papers considered at such meetings will be published on the school website as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

E. Our policies and procedures

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

- **School policies**

This will include the 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.

- **Pupil and Curriculum Policies**

This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collectives worship, careers education (KS4 students) and student discipline/behaviour.

- **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies and data protection (including data sharing) policies.

- **Equality and Diversity**

Policies, schemes, statements, procedures and guidelines relating to equal opportunities.

- **Policies and procedures for the recruitment of staff**

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

- **Charging regimes and policies**

Details of statutory charging regimes should be provided. Charging policies should include charges made for 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.

F. Lists and registers

The following information is kept:

- **Curriculum circulars and statutory instruments**

Statutory instruments (e.g. regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

- **Disclosure Logs**

Any disclosure logs indicating the information provided in response to request are recommended as good practice and will be made available.

- **Asset register**

Information from any capital asset registers will be made available.

- **Any information the school is currently legally required to hold in publically available registers.**

G. The service we offer

Information about the services the school provides in the form of leaflets, guidance, media releases and newsletters, including:

- **Extra-curricular activities**
- **Out of school clubs**
- **School publications**
- **Services for which the school is entitled to recover a fee, together with those fees**
- **Leaflets, booklets and newsletters**

The classes of information will not include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

Bassingbourn Village College will, where it can, publish the information covered by this scheme on its website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, information can be obtained by contacting the school office.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Bassingbourn Village College is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Bassingbourn Village College for routinely published material; will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by Bassingbourn Village College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of information Act.