

Frederick Bremer School

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 either available for you on our website to download and print off or 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. Aims and Objectives

Vision Statement

To become a centre of excellence in education

Mission Statement

At the heart of it all is our quest to inspire learners and prepare them well for the opportunities and challenges that lie ahead.

3. 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'. These are contained in section 6 of this scheme.

The publication scheme is split into seven classes as follows:

- Class 1 – Who we are and what we do



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- Class 2 – What we spend and how we spend it
- Class 3 – What our priorities are and how we are doing
- Class 4 – How we make decisions
- Class 5 – Our policies and procedures
- Class 6 – Lists and registers
- Class 7 – The services we offer

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below. **or you can visit our website at www.bremer.org.uk**

Email: school@bremer.waltham.sch.uk

Tel: 020 8498 3340

Address: Siddeley Road, Walthamstow, London E17 4EY

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

5. Paying for information

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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Charges will be based on 5p per copy plus any costs incurred for labour, binding or postage and packaging.

6. Classes of Information Currently Published

Class 1 – Who we are and what we do

Information to be published	How the information can be obtained	Charge
School staff and structure – names of key personnel	Hard copy	
Governing body – names and contact details of the school Governors and the basis of their appointment	Website/Hard copy	
Instrument of Government (Terms of Reference)	Hard copy	
School session times, term dates and holidays	Website	
Location and contact information – address, telephone number and website	Website/Hard copy	



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Contact details for the Headteacher and the Governing Body	Website/Hard copy	
Governors Annual Report	Website/Hard copy	

Class 2 – What we spend and how we spend it

Information to be published	How the information can be obtained	Charge
Annual budget plan and financial statements	Hard copy	
Capital funding	Hard copy	
Financial Audit Reports	Hard copy	£
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	£
Staffing and grading structure	Hard copy	
Staff Pay policy	Hard copy	
Details of expenditure items over £5,000	Hard copy	£

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

Information to be published	How the information can be obtained	Charge
School performance data	Website	
OFSTED Report	Website	
School Improvement Plan	Website/Hard copy	
Performance Management Policy	Hard copy	
Safeguarding Policy	Website/Hard copy	

Class 4 – How we make decisions

Information to be published	How the information can be obtained	Charge
Local Authority Admissions policy	Website	
Full Governing Body meetings: agendas, papers and minute	Hard copy	£
Governing Body Committee meetings: agendas, papers and minutes	Hard copy	£

Class 5 – Our policies and procedures

Information to be published	How the information can be obtained	Charge
Accessibility Plan Anti-Bullying Policy Appraisal Policy Assessment Appeals Policy Assessment Policy Attendance Policy Behaviour Policy	Website/Hard copy	



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<p>Careers & Progression Policy Charging Policy Complaints Policy Critical Incident Policy Equal Opportunities Policy E-Safety Policy Exclusion Policy UK GDPR Policy Relationships and Sex Education Policy Safeguarding Policy Child Protection and Safeguarding: COVID-19 Addendum to Safeguarding Policy Hardship Fund Policy SEN Policies SEN Policy and Information Report</p>		
<p>Cover Curriculum Policy E-Safety Educational Visits Equality Policy Financial Regs First Aid Health and Safety HR: Absences from Work HR: Allegations against staff (procedure) HR: Appraisal HR: Capability HR: Code of Conduct HR: Disciplinary H&S: Drug and alcohol HR: Flexible Working HR: Grievance HR: Managing Sickness HR: Menopause Policy HR: Pay HR: Recruitment HR: Whistleblowing Information Systems Policy L&T policy Mini Bus NQTs Pupil Premium Staff wellbeing Support staff annual leave and TOIL</p>	<p>Hard copy</p>	

Class 6 – Lists and registers

Information to be published	How the information can be obtained	Charge
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Asset register	Hard copy	
Disclosure logs		

Class 7 – The services we offer

Information to be published	How the information can be obtained	Charge
Extra-curricular activities	Website/ Hard copy	
School Newsletter	Hard copy	
Other school publications	Hard copy	

All information is available on our website: www.bremer.org.uk

7. 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 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 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:

Helpline: 0303 123 1113

Address: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

Website: <https://ico.org.uk>