



PUBLICATION SCHEME

The school has adopted the model publication scheme (Version 1.2) for schools, prepared and approved by the Information Commissioner. The Model Publication Scheme can be seen at: <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

Or see Appendix 2.

Information to be published	How can the information be obtained	Cost
Class 1 – Who we are and what we do <i>(Organisational information, locations and contacts, constitutional and legal governance.)</i>		
Instrument of Government	Website www.mayfieldschool.net	Free
Members of the Governing Body and basis of appointment	Website www.mayfieldschool.net	Free
Terms of Reference for Committees	Website www.mayfieldschool.net	Free
Contact details for Headteacher	Tel: 020 8590 5211 admin@mayfieldschool.net	Free
Contact details for Headteacher's Personal Assistant	Tel: 020 8590 5211 admin@mayfieldschool.net	Free
Contact details for the Chair of the Governing Body & other Governors	Tel: 020 8590 5211 admin@mayfieldschool.net	Free
Contact details for the Clerk to the Governing Body	Tel: 020 8590 5211 admin@mayfieldschool.net	Free
Staffing Structure and/or List of Staff	Hard copy admin@mayfieldschool.net	10p/A4 side
School session times and term dates	Website www.mayfieldschool.net	Free

Our Aim: 'Outstanding Progress for All'

Approved: 25.06.18

Next Review: Summer Term 2022

Information to be published	How can the information be obtained	Cost
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.)</i>		
Annual budget plan and Budget Monitoring Statements	Hard Copy Contact: admin@mayfieldschool.net	Free
Capitalised funding	Hard Copy Contact: admin@mayfieldschool.net	Free
Additional funding	Hard Copy Contact: admin@mayfieldschool.net	Free
Procurement and projects	Hard Copy Contact: admin@mayfieldschool.net	Free
Pay Policy	Hard copy Contact: admin@mayfieldschool.net	10p/A4 side

Information to be published	How can the information be obtained	Cost
Class 3 – What our priorities are and how we are doing <i>(Strategy and performance information, plans, assessments, inspections and reviews.)</i>		
<ul style="list-style-type: none"> • DfE performance data • Ofsted Inspection Report 	Website www.mayfieldschool.net	Free
Action Plan in response to Ofsted Inspection Report	Website www.mayfieldschool.net	Free

Information to be published	How can the information be obtained	Cost
Class 4 - How we make decisions <i>(Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.)</i>		
Admissions policy/decisions (not individual admission decisions)	Website www.mayfieldschool.net	Free
Agendas of Governing Body meetings <i>(This excludes information that is regarded as confidential)</i>	Hard copy Contact Clerk to the Governing Body	10p/A4 side

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Information to be published	How can the information be obtained	Cost
Class 5 - Our policies and procedures <i>(Current written protocols for delivering our functions and responsibilities.)</i>		
See Appendix 1 for a list of policies	Website www.mayfieldschool.net Hard copy admin@mayfieldschool.net	Free 10p/A4 side

Information to be published	How can the information be obtained	Cost
Class 6 – Lists and Registers <i>(Information held in registers required by law and other lists and registers relating to the functions of the authority.)</i>		
Curriculum circulars and statutory instruments	Hard copy admin@mayfieldschool.net	10p/A4 side
Register of interests	Website www.mayfieldschool.net Hard copy Contact Clerk to the Governing Body	Free 10p/A4 side
Asset Register	Inspection only	Not applicable
Information the school is currently legally required to hold in publicly available registers. NOTE: THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER	Contact admin@mayfieldschool.net	

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Information to be published	How can the information be obtained	Cost
Class 7 – The Services we offer <i>(Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.)</i>		
Extra-curricular activities	Website www.mayfieldschool.net	Free
Out of school clubs	Website www.mayfieldschool.net	Free
School publications	Website www.mayfieldschool.net	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy admin@mayfieldschool.net	10p/A4 side
Leaflets books and newsletters	Website www.mayfieldschool.net	Free

Schedule of Charges		
Disbursement Cost	Photocopying / printing Actual cost to school	10p/A4 side
Disbursement Cost	Postage At Royal Mail published rates for 2 nd class mail: Standard or Large Letter	Actual cost

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Appendix 1 – List of Policies

Acceptable Use of ICT Systems (Students) Policy
Accessibility Plan and Disability Equality Scheme
Admission Arrangements
Attendance Policy
Behaviour for Learning Policy
Careers Education & Guidance Policy
Charges Policy
Code of Conduct for Governors
Complaints Procedure
Curriculum Policy
Educational Visits Policy
English as Additional Language (EAL) Policy
First Aid Policy
Gifts and Hospitality Policy
Governors' Allowances Policy
Health, Safety & Welfare Policy
Lettings Policy
Medication and Student Healthcare Policy
Nutritional Standards Summary
Personal Property Policy
Privacy Notice
Promoting Equal Opportunities Policy
Publication Scheme
Religious Education Policy
Safeguarding and Child Protection Policy
Scale of Charges for Extra Curricular Activities
Whistleblowing Policy

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Appendix 2 – Information Commissioner’s Model Publication Scheme

For the purposes of this model policy, schools are considered to be an ‘authority’. The model scheme is as follows:

Model Publication Scheme

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 identified and accessed by members of the public.
- To review and update on a regular basis the information the authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

Classes of Information

Who we are and what we do.

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

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

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How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority. -

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally 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

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

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 an authority 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 the authority for routinely published material will be justified and transparent and kept to a minimum.

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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 packaging
- 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 the 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 a public authority 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.