



Agate Momentum Trust Publication Scheme on information available under the Freedom of Information Act 2000

The Trust & local governing bodies of Trust Schools are 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. The information in our publication scheme is either available for you on our website to download and print off or as hard copies which can be accessed from school offices.

Some information which we hold may not be made public, for example personal information.

We have adopted and, as a public organisation, we are compliant with the model publication scheme approved by the Information Commissioner which can be found online at:

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> .

Our guide to information is aligned with the Information Commissioner's Office Definition document for schools in England which can be found online at: <https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf> .

2. Guide to information available from Agate Momentum Trust and its schools under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>School websites: http://hallsville.newham.sch.uk/ http://scottwilkie.newham.sch.uk/</p> <p>School prospectus: Available on the school websites: Follow the link at the bottom of the home page. Hard copies of the prospectus available from the school office</p>	
Who's who in the school	<p>School websites: http://hallsville.newham.sch.uk/our-school/staff/ http://scottwilkie.newham.sch.uk/our-school/staff/</p> <p>Hard copies of staff lists are available from</p>	

	the school office	
Who's who on the governing body / board of governors and the basis of their appointment	<p>School websites: http://hallsville.newham.sch.uk/our-school/governors/ http://scottwilkie.newham.sch.uk/our-school/governors/</p> <p>Information about the membership of the board of trustees can be found on the Trust website: http://agatemomentumtrust.org/trust-board/</p> <p>Hard copies of trustee and governor information available from the school office</p>	
Articles of Association	<p>Trust website: http://agatemomentumtrust.org/trust-documents/ - follow the link to the Articles of Association</p> <p>Hard copy available from the school office</p>	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<p>School websites: http://hallsville.newham.sch.uk/contact-us/ http://scottwilkie.newham.sch.uk/contact-us/ or contact Hannah Cleland, School Business Manager at: info@hallsville.newham.sch.uk / info@scottwilkie.newham.sch.uk or by telephone/in person via the school office</p>	
School prospectus (if any)	<p>School websites: http://hallsville.newham.sch.uk/ http://scottwilkie.newham.sch.uk/</p> <p>School prospectus: Available on the school websites: Follow the link at the bottom of the home page. Hard copies of the prospectus available from the school office</p> <p>Overview of the school curriculum (follow the relevant links relating to EYFS or Y1-6): http://hallsville.newham.sch.uk/our-learning/ http://scottwilkie.newham.sch.uk/our-learning/</p> <p>Hard copies of the curriculum overview are available from the school office</p>	
Annual Report (if any)	<p>Trust website: http://agatemomentumtrust.org/trust-documents/ - follow the link to the Annual report</p> <p>Hard copy available from the school office</p>	
Staffing structure	<p>School websites: http://hallsville.newham.sch.uk/our-school/staff/ http://scottwilkie.newham.sch.uk/our-school/staff/</p> <p>Hard copies of staff lists are available from the school office</p>	
School session times and term dates	<p>School websites: http://hallsville.newham.sch.uk/parents-and-carers/term-dates/</p>	

	http://scottwilkie.newham.sch.uk/parents-and-carers/term-and-holiday-dates/ Hard copy available from the school office Information re: school session times can be found in the school prospectus which can be accessed as identified above.	
Address of school and contact details, including email address.	School websites: http://hallsville.newham.sch.uk/contact-us/ http://scottwilkie.newham.sch.uk/contact-us/ Hard copy available in the school prospectus and from the school office	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Trust Financial statement available from the Trust website: http://agatemomentumtrust.org/trust-documents/ - follow the link to financial statements Hard copies available from the school office of the Trust Financial Statements and individual school financial statements/budget plans within governing body minutes	
Capital funding	Hard copies available from the school office of the Trust Financial Statements and individual school financial statements/budget plans within governing body minutes	
Financial audit reports	Hard copies available from the school office of the Trust Financial Statements and individual school financial statements/budget plans within governing body minutes	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copies available from the school office of the Trust Financial Statements and individual school financial statements/budget plans within governing body minutes	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copies available from the school office of the Trust Financial Statements and individual school financial statements/budget plans within governing body minutes	
Pay policy	Hard copies of the pay policy available from school offices	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.		

<p>Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.</p>	<p>In the school's annual budget plan and the Trust's Annual report and financial statements: https://www.agatemomentumtrust.org/trust-documents/ Hard copies of the pay policy available from school offices</p>	
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>		
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>		
<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> ● Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data ● The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report ● Post-inspection action plan 	<p>School website: http://hallsville.newham.sch.uk/our-school/results/ http://scottwilkie.newham.sch.uk/our-school/results/ links to National performance data can be found on the web pages above links to school's most recent OfSTED reports can be found at the bottom of the school website home pages along with links to Post-inspection plans where school's are in an OfSTED category</p> <p>Hard copies are available from the school office</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copies of the Trust Performance Management policy and procedures are available from the school office</p>	
<p>Performance data or a direct link to it</p>	<p>School website: http://hallsville.newham.sch.uk/our-school/results/ http://scottwilkie.newham.sch.uk/our-school/results/ links to National performance data can be found on the web pages above</p> <p>Hard copies are available from the school office</p>	
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Any plans and or consultations on the future of Trust schools are highlighted on the home page of the school websites</p> <p>Hard copies of governing body meetings are available from the school office.</p>	
<p>Safeguarding and child protection</p>	<p>A link to the Trust safeguarding and child protection policy can be found in the policies section of school websites: http://hallsville.newham.sch.uk/our-school/policies/ http://scottwilkie.newham.sch.uk/our-school/policies/</p>	

	Hard copies are available from the school office	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable	<p>Website: Links to school's admissions policies can be found on the policies web page http://hallsville.newham.sch.uk/our-school/policies/ http://scottwilkie.newham.sch.uk/our-school/policies/</p> <p>Local authority determined arrangements and booklet's supporting applications can be found on the admissions web page under the parents and carers tab: http://hallsville.newham.sch.uk/parents-and-carers/admissions/ http://scottwilkie.newham.sch.uk/parents-and-carers/admissions/</p> <p>Hard copies are available from the school office. Records of generic decision making re: admissions can be found in governing body minutes, hard copies of which are available from the school office.</p>	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copies of agendas and minutes of Trust and governing body meetings are available from the school office.	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>Many policies & procedures including those relating to equality and diversity can be found on the school websites: http://hallsville.newham.sch.uk/our-school/policies/ http://scottwilkie.newham.sch.uk/our-school/policies/</p> <p>Hard copies of all policies and procedures including those relating to staff recruitment and retention are available from the school office</p>	
Records management and personal data	Data protection policies, freedom of	

<p>policies, including:</p> <ul style="list-style-type: none"> ● Information security policies ● Records retention, destruction and archive policies ● Data protection (including information sharing policies) 	<p>information publication schemes and privacy notices are available by following the relevant links from the policy web pages on school websites:</p> <p>http://hallsville.newham.sch.uk/our-school/policies/</p> <p>http://scottwilkie.newham.sch.uk/our-school/policies/</p> <p>Copies of all records management and personal data policies and procedures are available from the school office</p>	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. 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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p>The Trust charging policy is available by following the relevant link from the policy web pages on school websites:</p> <p>http://hallsville.newham.sch.uk/our-school/policies/</p> <p>http://scottwilkie.newham.sch.uk/our-school/policies/</p> <p>Hard copies of the charging policy are available from the school office</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copies are available from the school office</p>	
<p>Disclosure logs</p>	<p>Inspection copy available to view in the school office</p>	
<p>Asset register</p>	<p>Inspection copy available to view in the school office</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection copy available to view in the school office</p>	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>School website: http://hallsville.newham.sch.uk/events-and-activities/school-clubs/</p>	

	<p>http://scottwilkie.newham.sch.uk/events-and-activities/school-clubs/</p> <p>Information about extra-curricular provision is also available from the school office</p>	
Out of school clubs	<p>School website: http://hallsville.newham.sch.uk/events-and-activities/school-clubs/ http://scottwilkie.newham.sch.uk/events-and-activities/school-clubs/</p> <p>Information about extra-curricular provision is also available from the school office</p>	
Services for which the school is entitled to recover a fee, together with those fees	<p>Please see the charging policy available by following the relevant link from the policy web pages on school websites:</p> <p>http://hallsville.newham.sch.uk/our-school/policies/ http://scottwilkie.newham.sch.uk/our-school/policies/</p> <p>Hard copies of the charging policy are available from the school office</p>	
School publications, leaflets, books and newsletters	<p>Copies of school newsletters can be accessed through the school websites: http://hallsville.newham.sch.uk/parents-and-carers/newsletters/ http://scottwilkie.newham.sch.uk/parents-and-carers/newsletters/</p> <p>Hard copies of newsletters are displayed in the school's noticeboard</p>	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	<i>Photocopying/printing @ ..p per sheet (black & white)</i>	<i>Actual cost *</i>
	<i>Photocopying/printing @ ..p per sheet (colour)</i>	<i>Actual cost</i>
	<i>Postage</i>	<i>Actual cost of Royal Mail standard 2nd class</i>
Statutory Fee		<i>In accordance with the relevant legislation (quote the actual statute)</i>
Other		

** the actual cost incurred by the public authority*

3. 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, fax or letter. Contact details are set out below or you can visit our websites:

School	Hallsville Primary School	Scott Wilkie Primary School
Website	http://hallsville.newham.sch.uk	http://scottwilkie.newham.sch.uk
Contact email	info@hallsville.newham.sch.uk	info@scottwilkie.newham.sch.uk
Tel No	020 74762355	020 7474 413
Fax No	0207 0550183	020 7511 8282
Address	Hallsville Primary School, Radland Road, Canning Town, London R16 1LN	Scott Wilkie Primary School, Hoskins Close, Custom House, London E16 3HD

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.*

6. 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 Hannah Cleland, School Business Manager using the contact details outlined in section 5 above.

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:

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

Or

Online: <https://ico.org.uk/global/contact-us/>

Enquiry/Information Line: 0303 123 1113 (local rate) or 01625 545 700 if you prefer to use a national rate number

Fax: 01625 524 510

E Mail: casework@ico.org.uk

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