

# YSGOL LICSWM FREEDOM OF INFORMATION PUBLICATION SCHEME

The people responsible for maintenance of this scheme are the *Governing Body*

## **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: - either paper or electronic format
- 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 currently available in paper form. Our website [www.licswm.bcf.cymru](http://www.licswm.bcf.cymru) has some information available on the site.

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. 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'.

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme you can ask if we have it. You can contact the school by telephone, email or letter.

Email: [limail@hwbcymru.net](mailto:limail@hwbcymru.net)

Tel: 01352 780455

Contact Address: as above

**Headteacher**

**Ysgol Licswm**

**Ffordd Gledlom**

**Lixwm**

**Holywell**

**Flintshire**

**CH8 8NF**

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in bold **CAPITALS**).

The classes of information that we undertake to make available are organised into 7 categories.

<b>Information to be published.</b> <b>This includes datasets where applicable</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>		All Black and White Copies @10p All Colour Copies @20p For further charges See schedule of charges on page 17.
<u>Who's who in the school:</u>  This is found within the School Prospectus	Website: <a href="http://licswm.bcf.cymru">Licswm.bcf.cymru</a>  Hard Copy: Contact the School Secretary	
<u>Who's who on the governing body / board of governors and the basis of their appointment:</u>  Governors page on the School Website. This information is also held within the School Prospectus.	Website: <a href="http://licswm.bcf.cymru">Licswm.bcf.cymru</a>  Hard Copy: School Secretary	
<u>Instrument of Government</u> <ul style="list-style-type: none"> <li>• The name of the school.</li> <li>• The category of the school.</li> <li>• The name of the governing body.</li> <li>• The manner in which the governing body is constituted.</li> </ul>	Website: <a href="http://licswm.bcf.cymru">Licswm.bcf.cymru</a>  Hard Copy: School Secretary	

<ul style="list-style-type: none"> <li>• The name of any person entitled to appoint any category of governor.</li> <li>• Details of any trust.</li> <li>• If the school has a religious character, a description of the ethos of the school.</li> <li>• The date the instrument takes effect.</li> </ul>		
<p><u>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</u></p> <p>School Prospectus and Governors page on the School Website contain the named contacts.</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copy: School Secretary</p>	
<p><u>School prospectus</u></p> <p>The statutory contents of the school prospectus are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> <li>• The name, address and telephone number of the school, and the type of school.</li> <li>• The names of the Headteacher and Chair of Governors.</li> <li>• Information about admissions.</li> <li>• A statement of the school's ethos and values.</li> <li>• Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.</li> <li>• Information about the school's policy on providing for pupils with special educational needs.</li> </ul>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copy: School Secretary</p>	

<ul style="list-style-type: none"> <li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absences.</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li> <li>• Use of the Welsh Language.</li> </ul>		
<p><u>Governors Annual Report</u></p> <p>The statutory contents of the <i>Governors' Annual report</i> to parents are as follows, (other items may be included at the school's discretion):</p> <p>Details of the governing body membership, including name and contact address of chair and clerk.</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• <i>Governors details</i></li> <li>• <i>Clerk details</i></li> <li>• Elections</li> <li>• Finance -</li> <li>• Finance statement, use of budget, gifts, governors' allowances</li> <li>• Schools Performance Data</li> <li>• School targets on the School Development Plan</li> <li>• Attendance</li> <li>• Community links</li> <li>• Sport</li> <li>• Policies</li> <li>• School term dates for next school year</li> <li>• Changes to Prospectus</li> <li>• Curriculum -</li> <li>• General (to include reports on Literacy, Numeracy and ICT/DCF)</li> <li>• Special Education Needs</li> <li>• Language of the school</li> <li>• Welsh</li> </ul>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copy: School Secretary</p>	

<ul style="list-style-type: none"> <li>• Buildings</li> <li>• Healthy eating</li> </ul>		
<p><u>Staffing structure</u> All information relating to the staffing structure is within the School Prospectus and on the website.</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copy: School Secretary</p>	
<p><u>School session times and term dates.</u></p> <p>This information is available on the Website of Flintshire County Council, the School Website and the Prospectus.</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copy School Secretary</p>	
<p>Address of school and contact details, including email address.</p> <p>Contact Address: as above</p> <p><b>Headteacher</b> <b>Ysgol Licswm</b> <b>Ffordd Gledlom</b> <b>Lixwm</b> <b>Holywell</b> <b>Flintshire</b> <b>CH8 8NF</b></p> <p><b>Email: <a href="mailto:limail@hwbcymru.net">limail@hwbcymru.net</a></b> <b>Tel:01352 780455</b></p>		

<p><b>Class 2 - What we spend and how we spend it</b></p>		
<p><u>Annual budget plan and financial statements:</u></p> <p>A summary of budget, gifts and spending is contained within the <i>Governors Annual Report to Parents</i>, Hard copies of financial statements are held with the School or the finance team in Flintshire County Council.</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copies: School Secretary</p>	
<p><u>Capital funding</u></p> <p>Any Capital funding allocated to or for the School and any related building projects and capital projects would be detailed within the <i>Governors Annual Report to Parents</i>.</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copies: School Secretary</p>	
<p><u>Financial audit reports</u></p> <p>The Annual Outturn statement is reported within the <i>Governors Annual Report to Parents</i>.</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copies: School Secretary</p>	
<p><u>Details of expenditure items over £5000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.</u></p> <p>As above</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copies: School Secretary</p>	
<p><u>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).</u></p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copies:</p>	

<p>Any contracts that have gone through a formal tendering process within School would be reported within the <i>Governors Annual Report to Parents</i>.</p>	<p>School Secretary</p>	
<p><u>Pay policy</u></p> <p>The Model Pay Policy is issued annually by Flintshire County Council to all Schools.</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copies: School Secretary</p>	
<p><u>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.</u></p> <p>All Payroll information is held within HR at Flintshire County Council.</p>	<p>Flintshire County Council</p>	
<p><u>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.</u></p> <p>Refer to Pay Policy and Prospectus for Payroll bandings and Staff Positions.</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copies: School Secretary</p>	
<p><u>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</u></p> <p>This information is notified within the <i>Governors Annual Report to Parents</i>. The information is also held within the <i>Governors charging policy</i>.</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copies: School Secretary</p>	



<p><b>Class 3 - What our priorities are and how we are doing</b></p>		
<p><u>School profile</u></p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the Welsh Government or to a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p><a href="http://mylocalschool.wales.gov.uk/Schools/SchoolSearch?lang=en">http://mylocalschool.wales.gov.uk/Schools/SchoolSearch?lang=en</a></p> <p><a href="http://www.estyn.gov.wales">www.estyn.gov.wales</a></p> <p>Hard Copy: School Secretary</p> <p>Information available on request by the School Secretary</p>	
<p><u>Performance management policy and procedures adopted by the governing body.</u></p> <p>The School's performance management policy and procedures is adopted through the model policy from Flintshire County Council.</p>	<p>Website: <a href="http://licswm.bcf.cymru">Licswm.bcf.cymru</a></p> <p>Hard Copies: School Secretary</p>	
<p><u>Performance data or a direct link to it.</u></p> <p>The information is also available within the Governors Annual Report to Parents.</p>	<p><a href="http://mylocalschool.wales.gov.uk/Schools/SchoolSearch?lang=en">http://mylocalschool.wales.gov.uk/Schools/SchoolSearch?lang=en</a></p>	

	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copies: School Secretary</p>	
<p><u>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</u></p>	<p>Hard Copies: School Secretary</p>	
<p><u>Safeguarding and child protection</u></p> <p>Statement of General Principles on Child Protection arrangements.</p>	<p>Website: Licswm.bcf.cymru</p> <p>Hard Copies: School Secretary</p>	
<p><b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p><u>Admissions policy/decisions (not individual admission decisions) - where applicable</u> Admissions decisions are made by the admissions team at Flintshire County Council.</p>	<p><a href="http://www.flintshire.gov.uk/en/Resident/Schools/School-Admissions.aspx">http://www.flintshire.gov.uk/en/Resident/Schools/School-Admissions.aspx</a></p>	
<p><u>Agendas and minutes of meetings of the governing body and its committees.</u> (NB this will exclude information that is properly regarded as private to the meetings). Minutes from Governor's board and committee meetings will be made available on request however sensitive material will be redacted.</p>	<p>Hard Copies: Clerk to the Governors.</p>	

<p><b>Class 5 - Our policies and procedures</b>  (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 government or LEA. 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.</p> <p><u>Pupil and Curriculum Policies.</u></p> <ul style="list-style-type: none"> <li>• Home - school agreement Written statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements.</li> <li>• Curriculum Policy - Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.</li> <li>• Sex Education Policy - Written statement of policy with regard to sex education.</li> <li>• Pupil Discipline - Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.</li> </ul> <p><u>School Policies</u></p> <ul style="list-style-type: none"> <li>• Additional Needs - Information about the school's policy on providing</li> </ul>	<p>Our Policies will either be on our Website:  Licswm.bcf.cymru</p> <p>Or</p> <p>Hard Copies:  Via - School Secretary</p> <p>Our Policies will either be on our Website:  Licswm.bcf.cymru</p> <p>Or</p> <p>Hard Copies:  Via - School Secretary</p>	
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<p>for pupils with additional needs.</p> <ul style="list-style-type: none"> <li>• <b>Accessibility Plans</b> - Written plan of improvements to access for pupils with disabilities (from April 2004).</li> <li>• <b>Health and Safety Policy</b> - Written statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.</li> <li>• <b>Child Protection Policy</b> - Statement of general principles on Child Protection arrangements.</li> <li>• <b>Complaints procedure</b> - Statement of procedures for dealing with complaints.</li> <li>• <b>Staff Appraisal</b> - Statement of procedures adopted by the governing body relating to staff appraisal.</li> <li>• <b>Staff Conduct, Discipline and Grievance</b> - Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.</li> </ul>		
<p><u>Records management and personal data policies, including:</u></p> <ul style="list-style-type: none"> <li>• <u>Information security policies</u></li> </ul> <p>Information Security Management Policy Electronic Communication &amp; E-Safety Acceptable Use Policy Additional Needs Policy</p> <ul style="list-style-type: none"> <li>• <u>Records retention, destruction and archive policies</u></li> </ul> <p>The school adheres to the Information Management Toolkit for Schools.</p> <ul style="list-style-type: none"> <li>• <u>Data protection (including information sharing policies)</u></li> </ul> <p>School Data Privacy Notice</p>	<p>Our Policies will either be on our Website: Licswm.bcf.cymru</p> <p>Or</p> <p>Hard Copies: Via - School Secretary</p>	

<p>DPA Register Entry Details  Welsh Government Data Privacy Notice  Welsh Government Pupil Information</p>		
<p><u>Charging regimes and policies.</u></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>Charging Policy - Policy around charging pupils / requesting voluntary contributions around School trips, Transport, Music Lessons etc.</p> <p>Governors Charges / Claims Policy - gives the information and timescales of items the Governors can and cannot claim for.</p> <p>Freedom of Information Publication Scheme - Collates accessibility and charges.</p>	<p>Our Policies will either be on our Website:  Licswm.bcf.cymru</p> <p>Or</p> <p>Hard Copies:  Via - School Secretary</p>	
<p><b>Class 6 - Lists and Registers</b></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><a href="http://gov.wales/topics/educati">gov.wales/topics/educati</a></p>	

	onandskills/publications/ guidance/?lang=en	
Disclosure logs: FOI Disclosure Log DPA Disclosure Log	Inspection Only: By appointment with the School Secretary.	
Asset register: Information Asset Register	Inspection Only: By appointment with the School Secretary.	
Any information the school is currently legally required to hold in publicly available registers		
<b>Class 7 - The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only:	(hard copy or website; some information may only be available by inspection)	
<u>Extra-curricular activities</u> After school activities are listed in our Newsletter.	Website: Licswm.bcf.cymru  Hard Copies: School Secretary	
<u>After school clubs:</u> An after school club is run on the premises from 3.15 until 6.00pm daily. The club is called LAFS and is listed with the Flintshire Family Information Service. The Club is run separately to the school.	Website: Licswm.bcf.cymru  Hard Copies: Mrs Kath Allen Via the school	
<u>Services for which the school is entitled to recover a fee, together with those fees.</u>		

School Meals: Currently: FREE funded by the Welsh Assembly Breakfast Club Currently: £1.50 8.00-8.15am FREE after 8.15am		
<u>School publications, leaflets, books and newsletters:</u> School Menu Leaflet and flyer Free School Meal flyer Newsletter Letters to Parents	Website: Licswm.bcf.cymru  Hard Copies: School Secretary	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
School Photographs and Information from Classes with express parental consent.	Website: Licswm.bcf.cymru	

## 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	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	<p>A higher charge may be made if a request takes more than the appropriate limit of 18 hours or £450(section 12)</p> <p>In excess of the appropriate limit an additional fee could be charged.</p>	requestor will be needed under S12 to confirm they are happy to pay the additional fee £25 per hour from hour 19 and above for the time taken to process and gather information, or the cost above £450.00.
<b>Other</b>		

\* the actual cost incurred by the public authority

If you are not satisfied with the response to your request please contact [limail@hwbcymru.net](mailto:limail@hwbcymru.net) your request will be reviewed by someone who has not been involved in the decision making process. The review will be completed as soon as possible and a response dispatched no later than 20 working days.