



## Martin Primary School

### Freedom of information Publication Scheme ICO guidance and DfE school website compliance

#### Publication Scheme

Below is Martin School's Publication Scheme regarding information available under the Freedom of Information Act 2000. The governing body is responsible for maintenance of this scheme.

The Freedom of Information Act requires every public authority to have a publication scheme, and to publish information covered by the scheme.

The scheme must set out your commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

#### 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 as below:

Martin Primary School  
Plane Tree Walk  
London  
N2 9JP  
Tel: 0208 883 1455

Email: [office@martinprimary.barnetmail.net](mailto:office@martinprimary.barnetmail.net)

To assist us with processing your request please mark any correspondence 'Fol Publication Scheme Request'.

#### Cost of obtaining for information and exempt information

You may incur costs from your internet service provider when accessing free website information.

If your request requires a large amount of photocopying and or printing etc. we will inform you of the amount before fulfilling your request.

#### Exempt Information

There may be times when we are unable to provide the information you request for any of the following reasons:

- we do not hold the information;
- we are applying an exemption to the disclosure, such as the information requested related to personal information and therefore falls under the remit of the Data Protection Act 2018 or UK GDPR, Environmental Information Regulations 2004 or the information is commercially sensitive;
- the request is considered to be vexatious or repeated;
- it would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).

If we are unable to provide the information requested we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to bring the costs within the cost limit.

The School will seek advice from the Local Authority's Information Governance Department if necessary to clarify any points or to help resolve any disputes over information requests.

### Complaints and Appeals

If you feel you have not been given the information requested you should in the first instance write to the Chair of Governors. If you are not happy with their response you may wish to contact the Information Commissioner at:

The Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday

Fax 01625524510

Email [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk) [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)

Information to be published in accordance with ICO guidance and DfE school website compliance	How the information can be obtained
<p><b>Class 1 – Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only</p>	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Governance	Website
Contact details for the Head Teacher and for the governing body	Website
School Tour/ Prospectus	Website
Staffing Structure	Website
School session times and term dates	Website
Address of school and contact details, including email address.	Website

<p><b>Class 2 – What we spend and how we spend it</b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)          Current and previous financial year as a minimum</p>	
Annual budget plan and financial statements	Hard copy in school
Capital funding	Hard copy in school
Additional funding	Hard copy in school
Financial Audit reports	Hard copy in school
Procurement and contracts	Hard copy in school
Pay Policy	Hard copy in school
Staffing and grading structure	Hard copy in school
Governors' allowances	Website

<p><b>Class 3 – What our priorities are how and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)          Current information as a minimum</p>	
Latest OFSTED Report	Website
Latest performance data - links	Website
Performance Management Policy and procedures adopted by the governing body	Hard copy in school
Schools future plans, for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy in school
Safeguarding and child protection	Website

<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)          Current and previous three years as a minimum</p>	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website
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 copy in school

## Class 5 – Our Policies and Procedures

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

Current information only

### Statutory policies for schools and academy trusts

Admission arrangements  
Charging and remissions  
Data protection  
Protection of biometric information of children in schools and c  
School information published on a website  
School complaints policy  
Capability of staff  
Staff discipline, conduct and grievance (procedures for addre:  
Statement of procedures for dealing with allegations of abuse  
Teachers' pay  
Accessibility plan  
Child protection policy and procedures  
Children with health needs who cannot attend school  
Designated teacher for looked-after and previously looked-aft  
Early years foundation stage (EYFS)  
Special educational needs and disability  
Supporting pupils with medical conditions  
Sex and relationships education  
Behaviour in schools  
Behaviour principles written statement  
School exclusion  
Health and safety  
First aid in schools  
Premises management documents  
Equality information and objectives (public sector equality dut  
publication  
Governors' allowances (maintained schools only)  
Instrument of government (maintained schools only)  
Register of business interests of headteachers and governors  
Careers guidance: details of your careers programme and a  
statement N/A

Website or  
hard copy in  
school

**Website compliance DfE** -What maintained  
schools must publish online

1. [Schools that do not have a website](#)
2. [Contact details](#)
3. [Admission arrangements](#)
4. [Ofsted reports](#)
5. [Exam and assessment results](#)

<ol style="list-style-type: none"> <li>7. <a href="#">Curriculum</a></li> <li>8. <a href="#">Remote education</a></li> <li>9. <a href="#">Behaviour policy</a></li> <li>10. <a href="#">Pupil premium</a></li> <li>11. <a href="#">Year 7 literacy and numeracy catch-up premium</a> <b>N/A</b></li> <li>12. <a href="#">Coronavirus (COVID-19) catch-up premium</a></li> <li>13. <a href="#">PE and sport premium for primary schools</a></li> <li>14. <a href="#">Equality objectives</a></li> <li>15. <a href="#">Special educational needs and disability (SEND) information</a></li> <li>16. <a href="#">Careers programme information</a></li> <li>17. <a href="#">Complaints procedure</a></li> <li>18. <a href="#">Governors' information and duties</a></li> <li>19. <a href="#">Financial information</a></li> <li>20. <a href="#">Charging and remissions policies</a></li> <li>21. <a href="#">Values and ethos</a></li> <li>22. <a href="#">Requests for paper copies</a></li> </ol> <hr/>	
<p>Records management and personal data policies including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data Protection (including information sharing policies)</li> </ul>	<p>Website or hard copy in school</p>
<p>Charging regimes and policies This includes details of any statutory charging regimes. Charging policies include charges made for information routinely published. It clearly states what cost are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Website or hard copy in school</p>

<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	
<p>Curriculum circulars and statutory instruments (N/A)</p>	<p>Hard copy in school</p>
<p>Disclosure logs</p>	<p>Hard copy in school</p>
<p>Asset register</p>	<p>Hard copy in school</p>
<p>Any information the school is currently legally required to hold in publicly available registers N/A (Attendance registers are not included as this is personal data))</p>	<p>Hard copy in school</p>

**Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Extra-curricular activities	Website
Out of school clubs	Website
School Publications, leaflets, books and newsletters	Website or hard copy in school
Services for which the school is entitled to recover a fee, together with those fees	Website

**Schedule of Charges**

Type of charge	Description	Bases if charge
Disbursement cost	Photocopying/Printing @ 5p per sheet (black & white)	Actual cost*
	Photocopying/Printing @ 15p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Dependent on document	In accordance with relevant legislation
Other charges		

\*Actual cost as incurred by the school