



The Gateway Primary Academy

Freedom of Information Publication Scheme December 2024

Written by: Mr Cassem

Date written: December 2024

Date shared and agreed by governing body:

This is The Gateway Primary Academy's Publication Scheme on information available under the Freedom of Information Act 2000.

We have written this scheme in line with the requirement that all public authorities, including schools, must under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner. As a school, we must adopt the ICO's model scheme and have made this publicly available via our school website.

The ICO's model scheme contains sections on:

- The Freedom of Information Act
- Classes of Information
- The method by which information published under the scheme will be made available
- Charges that may be made for information published under the scheme
- Written requests.

Please note: 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 available for you on our website to download and print off. 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

The Academy aims to:

- Through outstanding teaching and a diverse creative curriculum, our pupils develop confidence, independence and a love of learning.
- We aim for our pupils to achieve their full potential physically, socially and academically whilst preparing them for a successful further in a multicultural society by celebrating diversity and embracing our British values.

This publication scheme is a means of showing how
we are pursuing these aims.

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'. The classes of information that we undertake to make available are organised into seven broad topic areas:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Policies and procedures
- Lists and registers
- Services we offer

4.How to request information

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the enquirers name and correspondence address. Once a request has been received in writing you will have the statutory right to receive the information within twenty working days. Working days refers to term time only as contained in Statutory Instrument 3364. Contact details are set out below or you can visit our website at www.gateway-pri.kent.sch.uk

Email: office@gateway-pri.kent.sch.uk

Contact Address: The Gateway Primary Academy Milestone Rd, Dartford, Kent DA2 6DW

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 write to the school to ask if we have it. If the information requested is already held by another body, we are within our rights to refuse the request, but will direct the enquirer to the appropriate source. In some instances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

5. Paying for information

Most of the information covered by this publication is provided free of charge via our website unless stated otherwise in section 6. If you don't have Internet access, you can access our website using a local library or an internet café. We may charge a fee for photocopying/printing/faxing/postage of longer documents where the information is not listed in our publication scheme as being available either free of charge or at a standard charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Equality Act.

If we intend to charge we will advise you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information does not include the period between issuing the fees notice and the receipt of the payment.

6. Guide to information available from The Gateway Primary Academy

The school website is: www.gateway-pri.kent.sch.uk

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do <i>This will be current information only</i>		
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government/Articles of association	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website	Free
School prospectus/handbook	Website Hard copy - contact the school	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of School and contact details, including email	Website	Free

Class 2 - What we spend and how we spend it <i>Current and previous financial year as a minimum</i>		
Financial statements	Website	
Annual budget plan	Hard copy - contact the school	
Capital Funding	Hardcopy - contact school Office	10p sheet
Financial audit reports	Hardcopy - contact school Office	
Funding Agreement	Website	
Pay Policy including information on staffing, pay and grading structure.	Hardcopy contact school Office	10p sheet
Governor allowances policy	Hardcopy contact school Office	10p sheet

Class 3 - What our priorities are and how we are doing <i>Current information as a minimum</i>		
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<i>Performance data and link to Performance Tables (national data)</i>	Website	Free
<i>Ofsted report</i>	Website	Free
<i>Performance Management policy and procedures adopted by the governing body</i>	Hardcopy Contact school office	10p sheet
<i>School Improvement Plan</i>	Hardcopy Contact school office	10p sheet
<i>Pupil Premium Report</i>	Website	Free
<i>Sports Premium Report</i>	Website	Free
<i>Information related to Safeguarding and Child Protection</i>	Website	Free

Class 4 - How we make decisions		
Admissions Policy and procedures	Website	Free
Agendas and minutes of the governing body and its sub-committees (NB this will exclude information that is properly regarded as private and confidential to the meetings)	Available for inspection - contact the school office	Free

Class 5 - Our Policies and Procedures <i>Current information only</i>		
School Policies including: • Charging and Remissions • Complaints Procedure • Equality • Online safety • Safeguarding • Special Educational Needs and Disabilities • Accessibility Plans • Health and Safety	Website Hard copy - contact school office	Free 10p sheet

Pupil and Curriculum Policies including: • Home School Agreement • Behaviour and Discipline • Attendance • Curriculum • PSHE & SRE	Website	Free
Staff conduct, Discipline and Grievance	Hard copy - contact school office	10p sheet
Records management and personal data • Information management policy - including information on data security, retaining records, archived policies • Data protection (including information sharing policies)	Hard copy - contact school office	10p sheet

Class 6 - Lists and Registers <i>Currently maintained lists and registers only</i>		
Asset Register	Inspection only	Free
Disclosure logs		
Any other information the school is legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

Class 7 - The services we offer <i>Current information only</i>		
After school Clubs	Website	Free
Out of school clubs	Website	Free
Extended schools services	Website	Free
Music tuition for which the school is entitled to recover a fee	Contact the school office	
School newsletters and leaflets	Website & Hard copy	Free

Schedule of Charges

The general charge for photocopying, printing or emailing information is 10p a sheet. Postage charges will be applied at the appropriate rate. If your request means that we have to do a large amount of photocopying or printing or pay a large postage rate

we will let you know the cost before fulfilling your request.

7. Key Personnel

Any member of The Gateway Primary Academy can accept a request for information as long as it fulfils the criteria set out in section 4. The request for information must be forwarded to the Headteacher as soon as possible.

The Governing Body is responsible for ensuring a policy is in place and its effectiveness is monitored.

The School Administrator is responsible for recording the requests for information, the action taken and the responses made.

The Headteacher has day to day responsibility for deciding whether a request is inline with the Freedom of Information Act and will delegate the collation of information appropriately.

8. 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 (Mr J Cassem).

If the complaint cannot be resolved by the Headteacher, it can be referred to the chair of Governors. Correspondence should be sent to the school. Following this if the complaint remains unresolved 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,

SK95AF Or Enquiry/information Line: 01625 545700

E Mail: publications@ic-foi.demon.co.uk

Website:

www.informationcommisioner.gov.uk

Signed: _____

Date _____