



**Publication Scheme
SEPTEMBER 24**

Langley School



School Publication Scheme

The publication scheme lists the information that the school publishes and is available under the Freedom of Information Act 2000.

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all schools, should be clear and proactive about the information they make public.

Langley's publication scheme sets out:

- The classes of information which we publish
- The manner in which the information will be published and whether the information is available free of charge or on payment
- Some information that 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.

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:

- 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
- Our policies and procedures
- Lists and registers
- The services we offer

If you require a paper version of any of the documents within the scheme, please contact the school office by:

Telephone – 0121 675 2929

Email – enquiry@langley.bham.sch.uk

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST".

Information published on our website is free to view. Paper copies of information covered by this publication are provided free to parents or prospective parents unless stated otherwise.

| Information to be published | How you obtain the information | Cost |
|--|--------------------------------|---|
| Class 1 – Who we are and what we do | | |
| Who's who in the school | School Website | Free |
| Who's who on the governing body/committee and the basis of their appointment | School Website | Free |
| Instrument of Government/Articles of Association | School Website | Free |
| Contact details for the Headteacher and Governing Body | School Website | Free |
| School session times and term dates | School Website | Free |
| School prospectus | Hard copy | Free |
| Address of school and contact details, including email address | School Website | Free |
| Class 2 – What we spend and how we spend it | | |
| Annual budget and financial statements | Hard copy | 2p per page (b&w) 5p per page (colour) |
| Capital funding | Hard copy | 2p per page (b&w) 5p per page (colour) |
| Additional funding | Hard copy | 2p per page (b&w) 5p per page (colour) |
| Pay Policy | Hard copy | 2p per page (b&w) 5p per page (colour) |
| Class 3 – What our priorities are and how we are doing | | |
| Ofsted Report | School Website | Free |
| Performance tables | School Website | Free |
| The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status. | School Website | Free |
| Performance management policy and procedures adopted by the governing body. | Hard copy | 2p per page (b&w) 5p per page (colour) |
| Schools future plans/School Improvement Plan | Hard copy | 2p per page (b&w) 5p per page (colour) |
| Class 4 – How we make decisions | | |
| Admissions information | School Website | Free |
| Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it. | Hard copy | 2p per page (b&w) 5p per page (colour) |
| Class 5 – Our policies and procedures | | |
| School policies including: · Charging and remissions policy · Health and Safety · Complaints procedure · Staff conduct policy · Discipline and grievance policies · Information request handling policy · Equality and diversity (including equal opportunities) policies · Staff recruitment policies | School Website Hard copy | Free |
| Pupil and curriculum policies, including: | School Website Hard copy | Free |

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|---|-----------------------------|---|
| <ul style="list-style-type: none"> · Home-school agreement · Curriculum · PSHE · Special educational needs · Accessibility · Race equality · Collective worship · Behaviour | | |
| Records management and personal data policies, including: <ul style="list-style-type: none"> · Information security policies · Records retention destruction and archive policies · General Data protection (including information sharing policies) | School Website Hard copy | Free 2p per page (b&w) 5p per page (colour) |
| Class 6 – Lists and Registers | | |
| Asset register/inventory | Hard copy | 2p per page (b&w) 5p per page (colour) |
| Class 7 – The services we offer | | |
| Newsletter | School Website Hard copy | Free |

Schedule of Charges

| Type of charge | Description | Basis of charge |
|-------------------|--|--|
| Disbursement cost | Photocopying/printing @ 2p per sheet (black & white) | Actual cost @ 2p per sheet (black & white) |
| | Photocopying/printing @ 5p per sheet (colour) | Actual cost @ 5p per sheet (colour) |
| | Postage | Actual cost of Royal Mail standard 2nd class * |

*The actual cost incurred by the school