



## GDPR Publication Scheme

This policy has been written to ensure that the school's ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

As a Rights Respecting School, we put the United Nations Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos.

Policy Agreed	Reviewed by	Ratified on	Approved by	Signature on behalf FGB	Next Review
January 2025	R Lane	20/01/25	FGB		January 2026

## **1. Introduction: what a publication scheme is in white has been developed.**

One of the aims of the freedom of Information Act 2000 (which is referred to as FOIA in the rest of the document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

In order to meet this aim, we have produced 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 receipt of 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 on request.

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 school aims to realise its school vision which can be accessed [here](#):

## **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'. These are contained in section 6 of this scheme.

The class of information that we undertake to make available are organised into broad topic areas.

*School prospectus* - Information published in the schools prospectus.

*Governors' documents* - information published in the minutes to governing body meetings and in other governing body documents.

*Pupils and curriculum* - information about policies that relate to pupils and the school curriculum.

*School policies and other information related to the school* - information about policies that relate to the schools in general.

## **4. How to request information**

If you require a paper version of any document within the scheme please contact the school by telephone, email or letter. Contact details are set out below.

Welbourne Primary School  
Stainby Road  
London  
N15 4EA

Email: [admin@welbourne.haringey.sch.uk](mailto:admin@welbourne.haringey.sch.uk)

Headteacher: Robert Lane

Chair of Governors: Andrew Dowell

To help us process your request quickly, please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST' (in CAPITALS please). If the information you are looking for is not available via the scheme 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 cost from your internet service provider. If you do not have internet access, you can access our website using a local library or an Internet Cafe.

If your request means that we have to do a significant amount of photocopying, printing, pay a large postage cost, or is for priced items such as some printed publications or videos we will let you know any cost before fulfilling your request. Information will be charged at the actual cost of providing it (i.e. The cost of photocopying, plus time of the employee photocopying information, plus postage and any other actual cost incurred as a result of providing the requested information). If we need to charge for providing the information, we will require payment before we can provide the information.

### 6. Classes of Information Currently Published

Class	How the information can be obtained
<p>Who we are and what we do:</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 on the school policy on admissions</li><li>• A statement to the school's ethos and values</li><li>• Parents right withdraw their child from religious education and collective worship</li><li>• Information about the school's policy on providing for pupils with special educational needs</li></ul>	School handbook and the school's website
<p>Governance</p> <ul style="list-style-type: none"><li>• Name of the governing body</li><li>• Instrument of governance</li><li>• Contact details for the chair of Governors</li><li>• Manner in which the governing body is constituted</li><li>• Agreed minutes of meetings of the governing body</li></ul>	School office
<p>What we spend and how we spend it</p> <ul style="list-style-type: none"><li>• Annual budget plan and financial statements</li><li>• Pay policy</li></ul>	School Business Manager

<ul style="list-style-type: none"> <li>• Staffing structure</li> <li>• Governors' allowances</li> <li>• Pupil premium</li> <li>• Sports premium</li> </ul>	School Business Manager and school website
<p>What our priorities are and how we are doing</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> </ul> <ul style="list-style-type: none"> <li>• School development plan</li> <li>• Performance management policy adopted by the governing body</li> </ul>	<p>DfE website Ofsted website</p> <p>School office</p>
<p>How we make decisions</p> <ul style="list-style-type: none"> <li>• Agendas of meetings of the governing body and its subcommittees</li> <li>• Minutes of meetings as above (this will exclude information that is roughly regarded as private to the meetings).</li> </ul>	Clerk to Governors who can be contacted by the school via the school office
<p>On policies and procedures</p> <p>Including:</p> <ul style="list-style-type: none"> <li>• Anti-bullying policy</li> <li>• Behavior and relationships policy</li> <li>• Charging and remissions</li> <li>• GDPR policy</li> <li>• Safeguarding and child protection policy</li> </ul>	School website and school office
<p>List and registers (currently maintained lists and registers only)</p> <ul style="list-style-type: none"> <li>• Curriculum circulars and statutory instruments</li> <li>• Asset register</li> </ul> <p>Any information that the school is currently legally required to hold in publicly available registers (this does not include the attendance register).</p>	<p>School Office</p> <p>School Business Manager</p>
<p>The services that we offer (current information only)</p> <ul style="list-style-type: none"> <li>• Extracurricular activities</li> <li>• Out of school clubs</li> <li>• School publications</li> <li>• Services for which the school entitles to recover a fee, together with those fees</li> <li>• Leaflets, books and newsletters</li> </ul>	<p>School office</p> <p>School office and school website</p>

For further information about the freedom of Information Act and your rights, please refer to the Information's Commissions website <http://www.ico.gov.uk>