Freedom of Information Act Publication Scheme

The governing body is responsible for maintenance of this scheme, which was updated in March 2024 and approved by the governing body March 2024

Introduction

- This publication scheme commits Ysgol Bryn Deva to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Ysgol Bryn Deva.

The scheme commits Ysgol Bryn Deva:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below
- To specify the information which is held by the school and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the school makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public

Classes of information

The following documents can be made available from the school or found online:

- School Prospectus
- Policies
- School sessions, curriculum and dates
- School Governance – terms of reference and names of governors
- Instrument of governors
- Staffing list and responsibilities
- Location and contact information

What we spend and how we spend it

- Annual budget plan and financial statements
- 3-year financial plan
- Capital funding and Pupil Premium allocations and spending
- School fund statements and audit certificates yearly
- Procurement and contracts
- Whole School Pay Policy
- Financial management policies
- Parents Association monies raised and spend

What our priorities are and how we are doing

- School Improvement Plan
- Latest Estyn Letter
- Appraisal Policy - performance management
- Safe-guarding and child protection policy
- Health and Safety and fire risk assessment reports
- Behaviour policy
- Site facilities audit
- Equality and Inclusion Policy

How we make decisions

- Maintained school admission policy
- SLT meetings/staff meetings
- Minutes from Governors meetings (part 1 only)
- Consultation with partner schools and Local Authority

Our policies and procedures

- Attendance
- Admissions
- Allegations against staff
- Performance management
- Anti-bullying
- Assessment
- Behaviour
- Calculations
- Child protection
- Complaints
- Critical Incidents
- Curriculum overview
- Data protection
- DBS checks
- Drugs
- Equality and plan
- Financial policies
- First Aid and medicines
- Freedom of Information
- Health and Safety
- Home School Agreement
- Internet Acceptable Use
- Lone worker
- Marking and feedback
- Medical and disability
- Monitoring and evaluation
- Physical restraint
- Race equality
- Retention of records
- Risk assessment
- Safer recruitment
- Additional learning needs
- Staff information handbook
- Stress management
- Target setting
- Toileting
- Visits
- Volunteer policy and Code of conduct
- Whistleblowing

Lists and registers

- Asset register
- Asbestos register
- Any other information the school is legally required to hold in publicly available registers
- Instrument of governance
- Register of Governors

The services we offer

All information on our service can be found in the prospectus, Information packs and on the school website. Newsletters are sent out once a month. Information is e-mailed regularly to parents. We have a text messaging service. The pre-school provides 8am breakfast club on site and 3.30-6pm care.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

The method by which information published under this scheme will be made available. The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of the school, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details

If you require a paper version of any information or want to ask whether information is available, please contact the school by telephone, email, or letter.

Contact details are set out below.

Email: bdmail@hwbcymru.net

Tel: 01244 830080

Contact Address: Bryn Deva, Linden Avenue, Connah's Quay, CH5 4SN

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 isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

Note: This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.