



# **Published Guide to Information**

## **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 and academies, 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. If the information in our publication scheme is not available for you on our website to download and print off, then hard copies can be made available through the contact details set out in section 3 below.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools and academies approved by the Information Commissioner.

## **2. 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 5 of this scheme.

The classes of information that we undertake to make available are;

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

### **3. 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 or letter. Contact details are set out below or you can visit our website at [www.russell.richmond.sch.uk](http://www.russell.richmond.sch.uk)

Email: [info@russell.richmond.sch.uk](mailto:info@russell.richmond.sch.uk)

Telephone: 0208 940 1446

Contact Address: The Russell School, Petersham Road, Richmond, Surrey, TW10 7AH

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 contact the school to ask if we have it.

### **4. Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Costs of paper copies are detailed in section 5 of this scheme.

## 5. Classes of information

Information	How the information can be obtained	Cost
<b>Class one: Who we are and what we do (organisational information, structures, locations and contacts)</b>		
Who's who in the school	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/about-us/staff">https://www.russell.richmond.sch.uk/about-us/staff</a> <b>Hard copy:</b> available upon request – contact school	5p/page
Who's who on the governing body and the basis of their appointment	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/about-us/governors">https://www.russell.richmond.sch.uk/about-us/governors</a> <b>Hard copy:</b> available upon request – contact school	5p/page
Instrument of Government	<b>Hard copy:</b> available upon request – contact school	5p/page
Contact details for the headteacher and for the governing body, via the school (named contacts where possible)	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/contact">https://www.russell.richmond.sch.uk/contact</a> <b>Hard copy:</b> available upon request – contact school	5p/page
Staffing structure	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/about-us/staff">https://www.russell.richmond.sch.uk/about-us/staff</a> <b>Hard copy:</b> available upon request – contact school	5p/page
School session times and term dates	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/parents/the-school-day">https://www.russell.richmond.sch.uk/parents/the-school-day</a> and <a href="https://www.russell.richmond.sch.uk/news-events/key-dates">https://www.russell.richmond.sch.uk/news-events/key-dates</a> <b>Hard copy:</b> available upon request – contact school	5p/page
Address of school and contact details, including email address	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/">https://www.russell.richmond.sch.uk/</a> <b>Hard copy:</b> available upon request – contact school	5p/page
<b>Information</b>		
<b>Class two: What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</b>		
Annual budget plan and financial statements	<b>Hard copy:</b> available upon request – contact school	5p/page
Capital funding	<b>Hard copy:</b> available upon request – contact school	5p/page
Financial audit reports	<b>Hard copy:</b> available upon request – contact school	5p/page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	<b>Hard copy:</b> available upon request – contact school	5p/page

Information	How the information can be obtained	Cost
<b>Class three: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)</b>		
<ul style="list-style-type: none"> <li>Performance data supplied to the government or a direct link to the data</li> <li>The latest Ofsted report</li> <li>Post-inspection action plan</li> </ul>	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/about-us/assessment-results">https://www.russell.richmond.sch.uk/about-us/assessment-results</a> <b>Website:</b> <a href="https://reports.ofsted.gov.uk/provider/21/102896">https://reports.ofsted.gov.uk/provider/21/102896</a> <b>Hard copy:</b> available upon request – contact school	5p/page
Performance management policy and procedures adopted by the governing body	<b>Hard copy:</b> available upon request – contact school	5p/page
Performance data or a direct link to it	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/about-us/assessment-results">https://www.russell.richmond.sch.uk/about-us/assessment-results</a> <b>Hard copy:</b> available upon request – contact school	5p/page
Safeguarding and child protection	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/about-us/safeguarding">https://www.russell.richmond.sch.uk/about-us/safeguarding</a> <b>Hard copy:</b> available upon request – contact school	5p/page
<b>Information</b>		
<b>Class four: How we make decisions (decision making processes and records of decisions)</b>		
Admission policy / decisions (not for individual admission decisions)	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/about-us/admissions">https://www.russell.richmond.sch.uk/about-us/admissions</a> <b>Hard copy:</b> available upon request – contact school	5p/page
Minutes of meetings of the governing body and its committees	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/about-us/governors">https://www.russell.richmond.sch.uk/about-us/governors</a> <b>Hard copy:</b> available upon request – contact school	5p/page

Information	How the information can be obtained	Cost
<b>Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)</b>		
Records management and personal data policies, including: <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>	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/about-us/policies">https://www.russell.richmond.sch.uk/about-us/policies</a> <b>Hard copy:</b> available upon request – contact school	5p/page
Charging regimes and policies	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/about-us/policies">https://www.russell.richmond.sch.uk/about-us/policies</a> <b>Hard copy:</b> available upon request – contact school	5p/page
<b>Information</b>		
<b>Class six: lists and registers</b>		
Curriculum circulars and statutory instruments	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/learning/curriculum">https://www.russell.richmond.sch.uk/learning/curriculum</a> <b>Hard copy:</b> available upon request – contact school	5p/page
CCTV locations	CCTV is in operation at the school premises	N/A
Disclosure logs	Inspection only – contact school	N/A
Asset register	Inspection only – contact school	N/A
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	N/A

Information	How the information can be obtained	Cost
<b>Class seven: the services we offer (information about the services the school provides, including leaflets, guidance and newsletters produced for the public and businesses)</b>		
Extra-curricular activities	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/news-events/extra-curricular-activities">https://www.russell.richmond.sch.uk/news-events/extra-curricular-activities</a> <b>Hard copy:</b> available upon request – contact school	5p/page
Out of school clubs	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/news-events/extra-curricular-activities">https://www.russell.richmond.sch.uk/news-events/extra-curricular-activities</a> <b>Hard copy:</b> available upon request – contact school	5p/page
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard copy:</b> available upon request – contact school	5p/page
School publications, leaflets, books and newsletters	<b>Website:</b> <a href="https://www.russell.richmond.sch.uk/news-events/newsletters">https://www.russell.richmond.sch.uk/news-events/newsletters</a> <b>Hard copy:</b> available upon request – contact school	5p/page