

Federation of Heavers Farm and Selsdon Primary Schools

Freedom of Information Policy and Publication Scheme

March 2019

Guide to information available from the Federation of Heavers Farm and Selsdon Primary Schools under the model publication scheme

1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our schools to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the schools that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

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.

3. Making Information Available

Information will be provided on a 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, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

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.

4. Charging

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest 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 law.

Charges may be made to cover our costs 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 circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school. 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.

5. Written requests

Information held by the school 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.

6. The Scheme

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Headteacher and for the governing body, via the school.	Website	Free
School prospectus – <i>we do not have a prospectus. Information on the schools is available on the school and year group blogs.</i>	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free

Information to be published.	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Hard copy	10p/page
Capital funding	Hard copy	10p/page
Financial audit reports	Hard copy	10p/page
Staff pay policy	Website	Free
Staffing structure	Website	Free
Governors' allowance policy	Website	Free

Information to be published.	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing		
School profile <ul style="list-style-type: none"> – Performance data – The latest Ofsted report 	Website	Free
Performance management policy and procedures adopted by the governing body.	Website	Free
Safeguarding and child protection	Website	Free

Information to be published.	How the information can be obtained	Cost
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions)	Website	Free
Minutes of full governing body meetings <i>(NB this excludes information that is properly regarded as private to the meetings).</i>	Website	Free
Agendas for full governing body meetings.	Website	Free
Minutes and agendas of meetings of the governing body committees <i>(NB this will exclude information that is properly regarded as private to the meetings).</i>	Hard copy	10p/page

Information to be published.	How the information can be obtained	Cost
Class 5 – Our policies and procedures		
School policies including: <ul style="list-style-type: none"> – Charging and remissions policy – Health and Safety – Complaints procedure – Staff code of conduct – Behaviour and grievance policies – Information request handling policy – Staff recruitment policies 	Website	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> – Records management – Data protection/GDPR 	Website	Free

Information to be published.	How the information can be obtained	Cost
Class 6 – Lists and Registers		
Curriculum information	Website	Free
Asset register	Hard copy	10p/page

Information to be published.	How the information can be obtained	Cost
Class 7 – The services we offer		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School leaflets and newsletters	Website	Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class