



Lawford C of E VA Primary School

# **FREEDOM OF INFORMATION POLICY (INCLUDING PUBLICATION SCHEME)**

Reviewed and approved by FGB: July 2023

Next review due: July 2025

## **1. Duties**

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.

- 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 school 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. The breakdown of how costs are calculated is in section 6.

## 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.

Information to be published.	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> This will be current information only	
Who's who in the school	Website
Who's who on the governing body / board of governors and the basis of their appointment	Website
Instrument of Government	Hard copy
Contact details for the Head teacher and for the governing body, via the school	Website
School prospectus (if any)	Hard copy
Staffing structure	Hard Copy
School session times and term dates	Website
Address of school and contact details, including email address.	Website

<b>Class 2 – What we spend and how we spend it</b>	
Current and previous financial year	Hard copy
Annual budget plan and financial statements	Hard copy
Capital funding	Hard Copy
Financial audit reports	Hard Copy
Annual Details of expenditure items over £2000	Hard Copy
Procurement and contracts	Hard copy
Pay policy	Hard copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy
Staffing, pay and grading structure.	Hard copy
Governors' Allowances Policy	Hard Copy
<b>Class 3 – What our priorities are and how we are doing</b>	
Latest Ofsted report Performance data	Website
Performance management policy and procedures adopted by the governing body.	Hard copy
Performance data or a direct link to it	Website
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy/Website
Safeguarding and child protection	Website
<b>Class 4 – How we make decisions</b>	
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy
<b>Class 5 – Our Current policies and procedures – including:</b>	
IGS Data retention Schedule Data protection Policy	Hard copy/Website
Charging and remissions policy	Website
Healthy Relationships and Sex Education Policy (HRSE)	Website
Special Education Needs and Disability Policy	Website
Accessibility Plans	Website
Equality Policy	Website
Health and Safety Policy	Hard copy
Complaints procedure	Website
Performance Management of Staff	Hard copy

Staff Code of Conduct, Discipline and Grievance Policies	Hard copy
<b>Class 6 – Lists and Registers</b>	
Asset register	Hard copy
<b>Class 7 – The services we offer</b>	
Extra-curricular activities	
Out of school clubs	
Breakfast and Afterschool Club	
Prospectus and newsletters	Website/Hard copy
<b>Additional Information</b>	
Nil	

## 6. SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class – or on request the actual cost of 1 <sup>st</sup> class postage.
<b>Statutory Fee</b>		In accordance with the relevant legislation.

\* the actual cost incurred by the school