



## Freedom of Information

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# Freedom of Information

**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, 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. All information in our publication scheme is either available for you on our website to download and print off or available in paper form 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.

## Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

This publication scheme is a means of showing how we are pursuing these aims.

## Adopting the Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the school and will be valid until further notice.

This publication scheme commits the school 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 the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

## The scheme commits the school:

- 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.
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

## Classes of Information

Information to be Published	How the information can be obtained
<p><b>Class 1 – Who we are and What we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Class 1 information can be found through the school website and/or school office. A charge is made for photocopying material and postage
Who's who in school	
Who's who on the governing body and the basis of their appointment	
Instrument of Government	
Contact details for the headteacher and for the governing body(named contacts where possible with telephone number and email address	
Staffing structure	
School session times and term dates	
<p><b>Class 2 – What we spend and how we spend it</b> (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Class 2 information can be obtained on request to the school office. A charge is made for photocopying material and postage
Annual budget plan and financial statements	
Capital funding	
Additional funding	
Procurement and projects	

Pay policy	
Staffing and grading structure	
Governors Allowances	
<b>Class 3 – What our priorities are and how we are doing</b> Current and previous financial year as a minimum	Class 3 information can be found through the school website and/or school office. A charge is made for photocopying material and postage
School Information <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> </ul>	
Performance management policy and procedures adopted by the governing body	
Schools future plans	
Safeguarding report to LA	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Information can be obtained upon request to the school office. A charge is made for photocopying material and postage
Admissions policy/decisions ( not individual admission decisions)	Obtained by request to the school office or through the school website. A charge is made for photocopying material and postage
Agendas of Full Governing body Meetings and committee meetings and other meetings as above (this will exclude information that is properly regarded as private to the meetings).	Obtained by request to the school office. A charge is made for photocopying material and postage
<b>Class 5 – Our policies and procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities)	Any Class 5 information that cannot be obtained from the school website can be obtained by request to the school office. A charge is made for photocopying material and postage
School Policies including: <ul style="list-style-type: none"> <li>• Charging Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Complaints Procedure</li> <li>• Code of Conduct Policy</li> <li>• Behaviour &amp; Anti Bullying Policy, Grievance Policies</li> <li>• Staff structure</li> <li>• Data protection Policy &amp; Privacy Notices</li> <li>• Equalities Policy</li> <li>• Staff Recruitment Policies</li> </ul>	
Pupil and Curriculum Policies including: <ul style="list-style-type: none"> <li>• Home School Agreement</li> <li>• Curriculum Policy</li> </ul>	

<ul style="list-style-type: none"> <li>• Sex and Relationships Education Policy</li> <li>• Accessibility</li> <li>• Collective Worship</li> </ul>	
Records Management and personal data policies including: <ul style="list-style-type: none"> <li>• Records retention destruction and archive policies</li> <li>• Data protection</li> </ul>	
Charging Regimes and Policies.  This should include details of any statutory charging regimes. Charging Policies should include charges made for information routinely published. They should clearly state what costs can be recovered, the basis on which they are made and how they are calculated.	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	Class 6 information may be obtained on request to the school office. Some information may only be available by inspection.
Curriculum circulars and statutory instruments	
Disclosure logs	
Asset Register	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Class 7 information may be obtained on request to the school office and/or through the school website. Some information may only be available by inspection
Extra curricular activities	
Out of school clubs	
School Publications	
Services for which the school is entitled to recover a fee, together with those fees	
Leaflets, books and newsletters	

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 the school 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.

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. Where the school 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 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 the school that is not published under this scheme can be requested in writing, when its provision will be considered

## **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, fax or letter. Contact details are set out below.

Email: [adminoffice@southwood.hants.sch.uk](mailto:adminoffice@southwood.hants.sch.uk)

Tel: 01252 375420

Contact Address: Southwood Infant School, Southwood Lane, Southwood, Farnborough, Hampshire GU14 ONE

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

## Schedule of Charges

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
<b>Disbursement Cost</b>	Photocopying/printing@ 10p per sheet (black & white)	Actual cost
	Photocopying/printing@ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class post