

# St Thomas CE (VC) Primary School



## Freedom of Information Publication Policy

<b>Policy Reviewed on:</b>	<b>January 2020</b>
<b>Policy approved by Governing Body on:</b>	<b>January 2020</b>
<b>Policy to be reviewed on:</b>	<b>January 2021</b>

## **PUBLICATION SCHEME**

### **1. Introduction: What is a publication scheme?**

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including all maintained schools and academies) to produce a register of the types of information they will routinely make available to the public. In order to meet this requirement, we have followed a template approved by the Information Commissioner's Office (ICO).

The scheme commits our school to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below. To specify the information which is held by the authority and falls within the classifications below (see section 2);
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;
- review and update on a regular basis the information the authority makes available under this scheme;
- produce a schedule of any fees charged for access to information which is made proactively available;
- make this publication scheme available to the public; and
- publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act, section 19.

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

### **2. Classes of information**

There are 7 classes of information we hold (see section 6 for the 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. The method by which information published under this scheme will be made 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. 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 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 by the school, 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

<b>Class 1 – Who we are and what we do For example: Organisational information, staffing structures, locations and contacts. This will be current information only.</b>	<ul style="list-style-type: none"> <li>• <b>Hard Copy</b></li> <li>• <b>Website</b></li> <li>• <b>Both</b></li> </ul>	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Website	Free
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Free
School prospectus	Website	Free
Staffing structure	Website	Free

School session times and term dates	Website	Free
<b>Class 2 – What we spend and how we spend it</b> <b>For example: Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum</b>	<ul style="list-style-type: none"> <li>• <b>Hard Copy</b></li> <li>• <b>Website</b></li> <li>• <b>Both</b></li> </ul>	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Annual budget plan and financial statements	Hard copy	See below
Financial audit reports	Hard copy	See below
Procurement and contracts	Hard copy	See below
Pay policy	Hard copy	See below
Staff allowances and expenses	Hard copy	See below
Staff pay and grading structures	Hard copy	See below
Governors' allowances	Hard copy	See below

<b>Class 3 – What our priorities are and how we are doing</b> <b>For example: Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum</b>	<ul style="list-style-type: none"> <li>• <b>Hard Copy</b></li> <li>• <b>Website</b></li> <li>• <b>Both</b></li> </ul>	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Performance data supplied to the government	Website	Free

The latest Ofsted report	Website	Free
Performance management information – performance management policy and procedures adopted by the governing body.	Hard copy	See below
Schools future plans/School Improvement Plan	Hard copy	See below
Safeguarding and child protection	Hard copy	See below

<b>Class 4 – How we make decisions</b> <b>For example: Decision making processes and records of decisions.</b> <b>Current and previous three years as a minimum</b>	<ul style="list-style-type: none"> <li>• <b>Hard Copy</b></li> <li>• <b>Website</b></li> <li>• <b>Both</b></li> </ul>	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Admissions policy/decisions – arrangements and procedures (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body and its sub-committees (if applicable)	Hard copy	See below
Minutes of meetings of the governing body and its committees (as above) – excluding information that is properly considered to be private to the meetings.	Hard copy	See below

<b>Class 5 – Our policies and procedures</b> <b>For example: Current written protocols, policies and procedures for delivering our services and responsibilities.</b> <b>Current information only</b>	<ul style="list-style-type: none"> <li>• <b>Hard Copy</b></li> <li>• <b>Website</b></li> <li>• <b>Both</b></li> </ul>	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>

<p><i>School policies including:</i></p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Website Hard copy</p>	<p>Free See below</p>
<p><i>Pupil and curriculum policies, including:</i></p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>	<p>Website Hard copy</p>	<p>Free See below</p>
<p><i>Records management and personal data policies, including:</i></p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including data sharing policies)</li> </ul>	<p>Website Hard copy</p>	<p>Free See below</p>

<p><b>Class 6 – Lists and Registers</b> <b>For example: Currently maintained lists and registers only</b></p>	<ul style="list-style-type: none"> <li>• <b>Hard Copy</b></li> <li>• <b>Website</b></li> <li>• <b>Both</b></li> <li>• <b>Some information may only be available by inspection</b></li> </ul>	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Hard copy	See below
Disclosure logs	Hard copy	See below
Asset register/Inventory	Hard copy	See below
Any other information the school is currently legally required to hold in publicly available registers	Hard copy	See below

<p><b>Class 7 – The services we offer</b>  <b>For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only</b></p>	<ul style="list-style-type: none"> <li>· <b>Hard Copy</b></li> <li>· <b>Website</b></li> <li>· <b>Both</b></li> <li>· <b>Some information may only be available by inspection</b></li> </ul>	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications	Website Hard copy	Free See below
Leaflets books and newsletters	Website	Free

## 7. Additional Information

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
"Disbursement" cost	Photocopying/printing to school per sheet (black & white)	Actual cost to school per sheet (black & white)
	Photocopying/printing per sheet (colour)	Actual cost to school per sheet (colour)



	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class *
<b>Other</b>	Cost of gathering the information requested may be charged	@£25/hour

\* The actual cost incurred by the school

## 8. How to request information

Most information is available on the school's website: [www.stthomas.org.uk](http://www.stthomas.org.uk)

Requests for written copies must be sent in writing (email is acceptable) to:

The Business Manager

(Publication Scheme Request)

St Thomas CE (VC) Primary School

Sherwood Avenue

Huddersfield

HD2 1RQ

Email: [office@stthomas.org.uk](mailto:office@stthomas.org.uk)

Tel: 01484 226557

A response will be sent within 20 working days of receipt. This will include the provision of information where the request complies with this scheme and does not contravene any other law or guidance, provided that any due payment has been made. A request may be denied or a response delayed if:

- The cost of providing the information exceeds the appropriate limit of £450 set by the Information Commissioner's Office

- The information has already been provided to the requestor within the last 3 months
- Any due charges have not been settled

### **9. Charges for information**

Information held on the school's website is available free of charge. Any costs incurred by the school for printing, photocopying and postage will be charged to the requestor. In addition, a cost of £25 per hour for gathering the information requested may be charged. If a charge is to be made, confirmation of the due payment will be given before the information is gathered. Payment may be requested prior to provision of the information.

### **10. Feedback and Complaints**

Please send feedback or complaints for the attention of the Headteacher in the first instance. If you are not satisfied with the outcome of any complaint then you may contact the Information Commissioner's Office:

Information Commissioner,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

Tel: 03031 231113 (local rate) Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) Website : [www.ico.org.uk](http://www.ico.org.uk)