

Freedom of Information Policy 2016

Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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, 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 ICO would expect schools to make the information in this document available unless:

- We do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

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.

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.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

Paying for information

Information is freely available through our website. Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we

have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

3. 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 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in the Governors Annual Report and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

4. 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 or you can visit our website www.holtfarm-inf.essex.sch.uk.

Email: admin@xx.essex.sch.uk

Tel: **01702 544058**

Fax: **01702 530076**

Contact Address: **Holt Farm Infant School, Ashingdon Road, Rochford, SS4 1RS**

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 you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free although you may incur costs from your internet service provider. If you do not have access to the internet you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in the cost box.

6. Classes of Information Currently Published

Information to be published.	How the information can be obtained	Cost 50p per page
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p> <p>Address of school and contact details, including email address.</p>	(Hard copy and/or website)	50p per page
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>	The school website (www.holtfarm-inf.essex.sch.uk)	50p per page
<p>Instrument of Government The Instrument of Government is the document which records the name and category of the school and the name and constitution of the Governing Body.</p> <p>Governing Body The names, business and personal interests, responsibilities and the basis on which they have been appointed.</p>	(Hard copy through the school office) The school website (www.holtfarm-inf.essex.sch.uk)	50p per page
<p>School prospectus</p>	Hard copy and the school website (www.holtfarm-inf.essex.sch.uk)	50p per page
<p>School session times and term dates</p>	The school website (www.holtfarm-inf.essex.sch.uk)	50p per page
<p>Class 2 – What we spend and how we spend it 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>	(hard copy through the school office)	50p per page
<p>Annual budget plan and financial statements Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</p>	(hard copy through the school office)	50p per page
<p>Capital funding Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p>	(hard copy through the school office)	50p per page
<p>Additional funding</p>	Hard copy and the school website	50p per

Information on other sources of funding. <ul style="list-style-type: none"> • Pupil premium funding • Sports premium funding 	(www.holtfarm-inf.essex.sch.uk)	page
Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	(hard copy through the school office)	50p per page
Pay policy	(hard copy through the school office)	50p per page
Governors' Allowances Details of allowances and expenses that can be claimed or incurred.	(hard copy through the school office)	50p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy through the school office) or website)	50p per page
The latest Ofsted report - Summary - Full report Post-inspection action plan	(hard copy through the school office) or website)	50p per page
School Development Plan	(hard copy through the school office) or website)	50p per page
Performance management policy and procedures adopted by the governing body.	(hard copy through the school office)	50p per page
Performance data or a direct link to it	(hard copy through the school office) or website)	50p per page
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 through the school office)	50p per page
Safeguarding and child protection Policies and procedures that are in place to ensure children are safe and to promote the welfare of children in compliance with any guidance issued by the Secretary of State.	(hard copy through the school office) or website)	50p per page
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	50p per page
Admissions policy The school's admission arrangements and	(hard copy through the school office) or website)	50p per page

procedures, together with information about the right of appeal. Information about individual appeals is not included.		
<p>Agendas and minutes of meetings of the governing body and its committees.</p> <p>The minutes of governing body meetings will be published as soon as practicable after they have been approved.</p> <p>(NB this will exclude information that is properly regarded as private to the meetings).</p>	(hard copy through the school office) or website)	50p per page
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>This includes: curriculum policies health safety and welfare policies complaints policy charging policy sex education religious worship discipline special needs home-school agreement equality & diversity Record management and personal data policies</p>	(hard copy through the school office) or website)	50p per page
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	(hard copy through the school office) or website)	50p per page
<p>Charging regimes and policies.</p> <p>Details of any statutory charging regimes will be provided.</p>	(hard copy through the school office)	50p per page
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	50p per page
<p>Curriculum circulars and statutory instruments</p>	(hard copy through the school office)	50p per page

Disclosure logs Disclosure logs can be made available on request.	(hard copy through the school office)	50p per page
Asset register	(hard copy through the school office)	50p per page
Any information the school is currently legally required to hold in publicly available registers	(hard copy through the school office)	50p per page
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	50p per page
Extra-curricular activities	(hard copy through the school office) or website)	50p per page
Out of school clubs	(hard copy through the school office) or website)	50p per page
Services for which the school is entitled to recover a fee, together with those fees	(hard copy through the school office) or website)	50p per page
School publications, leaflets, books and newsletters		50p per page
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	(hard copy through the school office) or website)	50p per page

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the **Headteacher**.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

INFORMATION COMMISSIONER, WYCLIFFE HUSE, WATE LANE, WILMSLOW, CHESHIRE, SK9 5AF

OR

ENQUIRY/INFORMATION LINE: 01625 545 700

email: publications@ic-foi.demon.co.uk

website: www.ico.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @50p per sheet (black & white)	Actual cost *
	Photocopying/printing @£1.00 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Policy reviewed Summer 2016

Next review Summer 2019