



Freedom of Information Publication Scheme & Guide to Information

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| Document control | | POLICY LEVEL: Statutory | |
| Approval by | Governing Body | Approved Date | February 2023 |
| Portfolio | Data Protection | Next Review | Spring 2024 |
| Published Location | School Website / Internal / | | |
| Version Number | Date issued | Author | Update information |
| 2.0 | 09 May 2022 | R Dunnage | Second published version: Reflects DfE updates to statutory policies. |

This policy has been written with consideration given to schools' working practices. By adopting this policy, schools reduce their policy management workload.

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. It can be found online at ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf

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

The scheme commits an authority:

- 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.
- 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: *our Guide to Information*.
- To review and update on a regular basis the information the authority 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 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.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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 authority 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 a public authority, 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, a public authority 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 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.

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 authority 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 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.

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 section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 a public authority 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. You have the right to complain to us if your request for information is:

- refused
- partially refused, or
- you did not receive all of the information requested

We will where possible try to resolve your concerns informally:

- explaining in more detail the grounds for refusal to disclose the information you requested
- clarifying the exemption(s) we used

If we are unable to resolve your complaint informally, we will notify you of your right to begin the internal review process.

If you ask us for an internal review, we will treat this as a formal complaint subject to the internal review procedure.

Following an internal review there are a number of possible outcomes:

- our original decision is upheld
- our original decision is reversed in part or in full
- our original decision is modified

A request for an internal review should be submitted to us in writing within 40 working days from receipt of our response. There is no statutory deadline for undertaking internal reviews but the ICO states that internal reviews should take no longer than 20 working days. If it isn't possible to reach a decision in that time, we will let you know. We will also give you the anticipated timescale for our response.

All correspondence in relation to your request should be sent to:

Guide to Information

This is Grayswood COFe(A) Primary school's guide to information available under the Freedom of Information Act 2000. This Guide to Information conforms to the guide for schools approved by the Information Commissioner from 1st September 2013.

The Governing Body is responsible for maintenance of this scheme.

1. Introduction: what a Guide to Information 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 format in which the information will be made available. To do this we produce a Guide to Information available under our Publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the format in which the information will be made available and
- whether the information is available free of charge or on payment.

The guide covers information already published and information that is to be published in the future. All information in our guide is available in paper form obtainable from the school. Some information, which we hold, may not be made public, for example personal information.

As required, we have made no changes to the classes of information in the Guide to Information for schools as recommended by the Information Commissioner and therefore specify where our school does not hold, or no longer publishes, the information detailed.

2. How to request information

If you require a paper copy of any of the documents within the scheme, or wish to view information in school, please contact us:

T: 01428 642086

E: adminoffice@grayswood.surrey.sch.uk

A: Lower Road, Grayswood, Surrey GU27 2DR

To help us process your request quickly, please clearly mark any correspondence:

“FREEDOM OF INFORMATION REQUEST” (in CAPITALS please)

If the information you’re looking for is not available via the publication scheme or on our website you can still contact the school and we will tell you whether or not we have it.

4. 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 Internet access, you can access our website using a local library or an Internet café.

Information may generally be viewed at school free of charge. Information which involves considerable time in collation may incur a proportionate cost. Any copies taken away will be charged at 15p per sheet, unless marked with a *. 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.

5. Classes of Information

| Information to be published. | How the information can be obtained | Cost |
|--|--------------------------------------|------|
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) | Website – W Hard copy - H | |
| This will be current information only | | |
| Who’s who in the school | W | |
| Who’s who on the governing body / board of governors and the basis of their appointment | W | |
| Instrument of Government / Articles of Association | W | |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | W | |
| School prospectus (if any) | NA | |
| Staffing structure | W | |
| School session times and term dates | W | |

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| Address of school and contact details, including email address. | W | |
| 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) | Website – W Hard copy - H | |
| Current and previous financial year as a minimum | | |
| Annual budget plan and financial statements | Grayswood Church of England (Aided) Primary School - Schools Financial Benchmarking - GOV.UK (schools-financial-benchmarking.service.gov.uk) | |
| Capital funding | See above | |
| Financial audit reports | H | |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Grayswood Church of England (Aided) Primary School - Schools Financial Benchmarking - GOV.UK (schools-financial-benchmarking.service.gov.uk) | |
| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). | H | |
| Pay policy | H | |
| 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. | NA | |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. | Local Authority website &H | |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | H | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Website – W Hard copy - H | |
| Current information as a minimum | | |
| School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan | Grayswood Church of England (Aided) Primary School - Find school and college performance data in England - GOV.UK (find-school-performance-data.service.gov.uk) W H | |

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| Performance management policy and procedures adopted by the governing body. | H | |
| Performance data or a direct link to it | H | |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | H | |
| Safeguarding and child protection | W | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | Website – W Hard copy - H | |
| Admissions policy/decisions (not individual admission decisions) – where applicable | W | |
| 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). | W and H | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. <i>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.</i> BELOW ARE STATUTORY policies & docs | Website – W Hard copy - H | |
| Accessibility plan | W | |
| Admissions arrangements | W | |
| Behaviour Policy, incl exclusions | W | |
| Behaviour principles written statement | W | |
| Capability of staff | H | |
| Charging & remissions | W | |
| Child protection | W | |
| Children with health needs who cannot attend school | W | |
| Complaints procedure | W | |
| Data protection | W | |
| Equality information & objectives statement | W | |
| Early Years Foundation Stage Policy | W | |
| First Aid | W | |
| Freedom of information publication scheme (<i>this document</i>) | W | |
| Governors' allowances | H | |
| Health & safety | H | |
| Instrument of government | W | |
| Minutes & papers considered at governors meetings | W and H | |
| Premises management documents | H | |
| Procedures for dealing with allegations of abuse against staff | H | |
| Protection of biometric information | NA | |

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| Register of business interests of HT & governors | W | |
| Register of pupil's admissions to school | H | |
| Register of pupils' attendance | H | |
| Relationships & Sex education | W | |
| SEND Policy information report | W | |
| Single Central record | H | |
| Staff discipline, conduct & grievance procedures | H | |
| Supporting pupils with medical conditions | W | |
| Teacher appraisal | H | |
| Teachers' pay | H | |
| Records management and personal data policies, including: <ul style="list-style-type: none"> Data protection (including information sharing policies) Information Management Policy Privacy Notices Records retention schedule | W H W H | |
| Charging regimes and policies: Charging and Remissions Policy Lettings Policy | W H | |
| Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register). | Website – W Hard copy - H Viewing only – V | |
| Curriculum circulars and statutory instruments | H | |
| FOI Disclosure logs | H – request via school office | |
| Asset register | V | |
| Any information the school is currently legally required to hold in publicly available registers | V | |
| 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 | Website – W Hard copy – H Viewing only – V | |
| Extra-curricular activities | W | |
| Out of school clubs | W | |
| Services for which the school is entitled to recover a fee, together with those fees | H | |
| School publications, leaflets, books and newsletters | W and H | |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | Website – W Hard copy - H Viewing only – V | |
| Not applicable | | |

6. Feedback and Complaints

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

Chairman of Governors, c/o the Clerk to the Governors at Grayswood COF(A) Primary School

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:

T: 0303 123 1113

W: ico.org.uk

A: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF