

# HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



## Freedom of Information Policy

*Our Vision Statement*

*'Our vision is to create a school community where everyone feels valued, has the opportunity to explore and develop their strengths and is able to participate in new experiences. We aim to become an inspirational school to produce good citizens for the future in an atmosphere that promotes confidence, high academic achievement, physical health and emotional well being.'*

## Document Control

### Change Record

Date	Author	Version	Change Reference
15/5/2017	A Wells	001.D	Replacing previous document Model policy supplied by the Information Commissioner

### Distribution

Reviewers	Approvers	Distribution
Resources Committee	Full Governing Body	

# Freedom of Information Act Publication Scheme

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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.

This publication scheme commits Hitherfield Primary School & Children’s Centre “the 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
- ◆ 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

## Classes of Information

### 1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

### 2. What we spend and how we spend it

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

### 3. What our priorities are and how we are doing

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

### 4. How we make decisions

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

### 5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities

### 6. Lists and Registers

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

### 7. 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

Hitherfield Primary School & Children's Centre 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.

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.

## Guide to information available from Hitherfield Primary School & Children's Centre under the model publication

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	School School Website	Free or ISP Charges
Who's who in the school	School Website	Free
Who's who on the Governing Body and the basis of their appointment	School Website	Free
Instrument of Government	Hard copy from the main school office	Upon request
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	School Website	Free
School prospectus	Hard copy	Upon request
Staffing structure	Hard copy or website	Upon request
School session times and term dates	Hard copy or website	Upon request
Information to be published	How the information can be obtained	Cost
<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) Current and previous financial year as a minimum	Hard Copy	Upon request
Annual budget plan and financial statements		
Capitalised funding		
Additional funding		
Procurement and projects		
Pay policy		
Staffing and grading structure		
Governors' allowances		

Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Hard Copy	Upon request
School profile <ul style="list-style-type: none"> <li>◆ Government supplied performance data</li> <li>◆ The latest Ofsted report               <ul style="list-style-type: none"> <li>▪ Summary</li> <li>▪ Full report</li> </ul> </li> </ul>	On website	Upon request
Performance management policy and procedures adopted by the Governing Body.	Hard Copy	Upon request

Information to be published	How the information can be obtained	Cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard Copy and/or on website	Upon request
Admissions policy/decisions (not individual admission decisions)		Upon request
Agendas of meetings of the Governing Body and (if held) its sub-committees		Upon request
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.		Upon request

Information to be published	How the information can be obtained	Cost
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)            Current information only</p>	Upon request	Upon request
<p>School policies including:</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>◆ Staffing structure</li> <li>◆ Information request handling policy</li> <li>◆ Equality policy</li> <li>◆ Staff recruitment policies</li> <li>◆ Child Protection</li> </ul>	Hard Copy and/or on website	Upon request
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>◆ PSHCE Sex and Relationship Education</li> <li>◆ Inclusion</li> <li>◆ Accessibility</li> <li>◆ Behaviour</li> <li>◆ E Safety</li> </ul>	Hard Copy and/or on website	Upon request
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>◆ Information security policies</li> <li>◆ Records retention destruction and archive policies</li> <li>◆ Data protection (including information sharing policies)</li> </ul>	Hard Copy and/or on website	Upon request

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Upon request
Curriculum circulars and statutory instruments		Upon request
Disclosure logs		Upon request
Asset register		Upon request
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>		Upon request

Information to be published	How the information can be obtained	Cost
<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)	(hard copy or website; some information may only be available by inspection)	Upon request
<b>Current information only</b>		
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		
Additional Information		



This will provide schools with the opportunity to publish information that is not itemised in the lists above		
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