

# **(Draft) Freedom of Information Publication Scheme Autumn 2017**

This policy should be read in conjunction  
with the following:

Data Protection and Data Back-up & Anti-virus policies,  
Publication Scheme and information published on the School  
Website.

**Reviewed by: Mrs C Skipper, Headteacher, Autumn Term 2017**

**Date Approved by the Governing Body:**

**Minute Number:**

**Date of Next Review:**

## 1. INTRODUCTION

St. Nicholas Primary School is a public authority that complies with the Freedom of Information Act (FOI). This scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by St. Nicholas Primary School and is valid until further notified.

The Publication Scheme commits St. Nicholas Primary 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 on page 3 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 Commission.

The Scheme commits St. Nicholas Primary 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;
- Specify the information which is held by the school and falls within the classifications below;
- 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 proactively available;
- Make this publication scheme available to the public via the school website;
- 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 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.

# St Nicholas Primary School Publication Scheme

Information to be Published	How the information can be obtained:
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Website
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government (articles of association for academies)	Website
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website
School prospectus	Website
Staffing structure	Website
School session times and term dates	Website
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(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 on request
Annual budget plan and financial statements	Hard copy on request
Capitalised funding	Hard copy on request
Additional funding	Hard copy on request
Procurement and projects	Hard copy on request
Pay policy	Hard copy on request
Staffing and grading structure	Hard copy on request

Governors' allowances	Hard copy on request
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	Hard copy on request
<p>School profile:</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> </ul>	Website
Performance management policy and procedures adopted by the governing body	Hard copy on request
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Hard copy on request
Admissions policy/decisions (not individual admission decisions)	Website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy on request
Minutes of meetings (as above)	Hard copy on request

<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website</p>
<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 implementation plan</li> <li>• Information request handling policy</li> <li>• Equality Statement</li> <li>• Staff recruitment policies</li> </ul>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Hard copy on request</p> <p>Hard copy on request</p> <p>Hard copy on request</p> <p>Hard copy on request</p> <p>Website</p> <p>Hard copy on request</p>
<p>Pupil and curriculum policies, including:</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 Plan</li> <li>• Race equality (included in Equalities statement)</li> <li>• Collective worship</li> <li>• School discipline (Behaviour)</li> </ul>	<p>All on school website</p>
<p>Records management and personal data policies, including:</p> <p>Information security policies</p> <p>Records retention destruction and archive policies</p> <p>Data protection (including information sharing policies)</p>	<p>Website/Hard Copy on Request</p>
<p>Charging regimes and policies. <i>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 are to be recovered, the basis on which they are made and how they are calculated.</i></p>	<p>Website</p>

<b>Class 6 – Lists and Registers</b>	(Hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only	
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>	(Hard copy or website; some information may only be available by inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Extra-curricular activities	Via letters
Out of school clubs	Via letters
School publications	Via letters

### 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
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual Cost per copy plus cost per paper plus an element of admin time for preparing the documents
	Photocopying/printing @ at 10p per sheet (Colour)	Actual Cost per copy plus cost per paper plus an element of admin time for preparing the documents
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

**2. INFORMATION COMMISSIONER'S OFFICE**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

(If writing or emailing ICO requests that a contact telephone number is included)

Information on FOI and EIR is available on the ICO's website [ico.org.uk](http://ico.org.uk)