



Parklands Community Primary School

Freedom of Information Policy & Publication Scheme

Date of Approval : 24th January 2023

Review Date : Spring 2024

Reviewed by : IGB (Finance & Staffing Committee)

This policy will be reviewed in line with the school cycle of self review and evaluation, or when national or local guidance requires it.

Introduction

The School is a “public authority”.

The Freedom of Information Act 2000 (FOIA) provides public access to information held by public authorities.

The Environmental Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations.

FOIA and EIR promote openness and transparency. Information is provided in two ways:

1. It is mandatory to publish certain information (publication scheme); and
2. Any person is entitled to request information which subject to the application of any exemptions must be provided free of charge.

The Act does not give people access to their own personal data. Subject Access Requests are dealt with in accordance with the Data Protection Policy.

Aim

This Policy will ensure:

- The School complies with its duties under the FOIA and EIR and handles requests under the correct regime.
- The School has a process in place which will result in proactive publication of what information is available.
- Any person knows they can make a request and who to contact.
- All appropriate staff will be able to recognise and respond appropriately to a valid request for information.
- That there is awareness amongst staff, contractors or others having contact with the School that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information

Scope

This Policy applies to:

- All recorded information held by the School or by a third party on the Schools behalf.
- Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

Roles and Responsibilities

The Governing Body of the School has overall responsibility for ensuring compliance with the Freedom of Information Act. The Headteacher has day to day responsibility for FOI /EIR compliance and the Data Protection Officer is the point of contact for enquiries.

All staff will be trained on recognising a request for information.

A designated member of staff is responsible for handling request for information. Requests should be made to Data Protection Officer – office@parklands.school

Publication Scheme

The School has adopted the Model Publication Scheme for Schools as approved by the Information Commissioner.

Requests handling

The School will ensure that:

- Advice and assistance is provided to the requestor if required.
- Responses will be provided promptly and within the statutory time limit of 20 School days. A 'School' day will be any day on which there is a session and the pupils are in attendance. In the alternative the School will respond within 60 working days if that is shorter.
- Information will only be withheld in accordance with the exemptions specified by legislation. The reasons for applying the exemption will be provided to the requestor.
- Care will be taken to ensure that personal data is not unlawfully disclosed in response to a request for information made under FOIA or EIR.
- Information provided to the School from third parties may be the subject of a request for information. In considering whether exemptions apply, the School will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with the School.
- Any requests for internal reviews will be dealt with in accordance with the Schools Complaint Policy and will be responded to within twenty School days as recommended by the Information Commissioner.
- If the School's original decision is upheld, then the School has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Appeals should be made in writing to the Information Commissioner and addressed to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

**Parklands Community Primary
School**

FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. The School has adopted it without modification.

This publication scheme commits the School to make information available to the public as part of its normal business activities.

The scheme commits the 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.
- To specify the information which is held by the School 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.
- To 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 a specified licence. The term „dataset“ is defined in section 11(5) of the Freedom of Information Act. The terms „relevant copyright work“ and „specified licence“ are 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 School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the School's capability 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.

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.

Obligations under equality 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 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 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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 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.

Freedom of Information

Guide to information available from **Parklands Community Primary School** under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who’s who in the school	Via website/ School Office	No charge
Who’s who on the governing body / board of governors and the basis of their appointment	Via website/ Clerk of Governors	No charge

Instrument of Government / Articles of Association	Via website	No charge
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Via website/Clerk of Governors	No charge
School prospectus (if any)	Via website	No charge
Annual Report (if any)	Via website/School Business Manager	No charge
Staffing structure	Via School Business Manager	No charge
School session times and term dates	Via website or Main Office	No charge
Address of school and contact details, including email address.	Via website or Main Office	No charge

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)	(hard copy and/or website)	
Current and previous financial year as a minimum	Hard copy	Schedule of charges
Annual budget plan and financial statements	Hard copy	Schedule of charges
Capital funding	Hard copy	Schedule of charges
Financial audit reports	Hard copy	Schedule of charges
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Schedule of charges
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).	Hard copy	Schedule of charges
Staffing and grading structure	Hard copy	Schedule of charges
Pay Policy – a statement of the school’s policy and procedures regarding teachers’ pay.	Hard copy	Schedule of charges
Governors’ allowances – details of allowances and expenses that can be claimed or incurred.	Hard copy	Schedule of charges

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Government Supplied Performance Data • The latest Ofsted - summary and full report • Post-inspection action plan 	<p>Hard Copy Website Hard Copy</p>	<p>Schedule of Charges No charge Schedule of charges</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	<p>Schedule of charges</p>
<p>Performance data or a direct link to it</p>	<p>Hard copy</p>	<p>Schedule of charges</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Hard copy</p>	<p>Schedule of charges</p>
<p>Safeguarding and child protection</p>	<p>Website</p>	<p>No charge</p>

Class 4 – How we make decisions	(hard copy or website)	
(Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	No charge
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).	Hard copy via Clerk of Governors	Schedule of charges

<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>	(hard copy or website)	
<p>School Policies</p>	<p>Via email Hard copy</p>	<p>No charge Schedule of charges</p>
<p>Pupil and Curriculum Policies</p>	<p>Via email Hard copy</p>	<p>No charge Schedule of charges</p>
<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) 	<p>Via email Hard copy</p>	<p>No charge Schedule of charges</p>
<p>Charging regimes and policies 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.</p>	<p>Via email Hard copy</p>	<p>No charge Schedule of charges</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy</p>	<p>Schedule of charges</p>
<p>Disclosure logs</p>	<p>Hard copy</p>	<p>Schedule of charges</p>
<p>Asset register</p>	<p>Hard copy</p>	<p>Schedule of charges</p>
<p>Any information the school is currently legally required to hold in publicly available registers. This does not include the Attendance Register.</p>	<p>Hard copy</p>	<p>Schedule of charges</p>

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website</p>	<p>No charge</p>
<p>Out of school clubs</p>	<p>Via Main Office</p>	<p>No charge</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard copy</p>	<p>Schedule of charges</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Website</p>	<p>No charge</p>

SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation