



## **SOUTHWICK C OF E PRIMARY SCHOOL FREEDOM OF INFORMATION PUBLICATION SCHEME**

### **PURPOSE AND AIMS**

The Freedom of Information Act 2000 gives a right of access to any member of the public to receive information from public bodies. Schools (nursery, primary and secondary state maintained schools) are defined as public bodies under the Act.

The Information Commissioner has recognised that most schools now make information readily available on their websites, and the model publication scheme which all schools can adopt takes this into account.

This publication scheme commits Southwick C of E Primary School to make information available to the public as part of its normal business activities and to be clear and proactive about the information we make public.

The scheme covers information we currently publish (or have recently published) or which we will publish in the future. All information in our publication scheme is available in paper form. The information is split into categories of information known as 'classes'.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner (ICO) and sets out the following:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment

### **ROLES AND RESPONSIBILITIES:**

The governing body is responsible for maintenance of this scheme

### **CLASSES OF INFORMATION AND STATEMENT OF PROCEDURES:**

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 contained in files that have been placed in archive storage or is difficult to access for similar reason

### **WHO WE ARE AND WHAT WE DO**

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

Only current information will be available

- **Instrument of Government**  
Records the name and category of the school and the name and constitution of its governing body.
- **Board of Governors**  
The names, and contact details of the governors should be available and the basis on which they have been appointed
- **Minutes of Governing Body/Committees**  
Agreed minutes of meetings of the governing body and its committee
- **School prospectus**

The school prospectus will include:

- Type, Name, address, telephone number and website of the school
- Name of head teacher and chair of governors
- School session times and term dates

Once the prospectus has been published and made available to parents, access to it should be available to anyone.

### **WHAT WE SPEND AND HOW WE SPEND IT**

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Financial information for the current and previous financial year will be available.

- **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.
- **Capital funding**  
Details of the capital funding allocated to the school together with information on related building projects and other capital projects.
- **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.
- **Pay policy**  
The statement of the school's policy and procedures regarding teachers' pay.
- **Staffing and grading structure**
- **Governors' allowances**  
Details of allowances and expenses that can be claimed.
- **Financial Audit Reports**
- **Expenditure**

### **WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING**

Strategies and plans, performance indicators, audits, inspections and reviews.  
Current information will be available.

- **School profile**  
Government-supplied performance data – link to performance data  
Ofsted report
- **Performance management information**  
Performance management policy and procedures adopted by the governing body.
- **Schools future plans**  
Any major proposals for the future of the school involving, for example, consultation or a change in school status.
- **Safeguarding Policies and Procedures**

### **HOW WE MAKE DECISIONS**

Decision-making processes and records of decisions.  
Information available for current and previous three years.

- **Admissions policy / decisions**  
The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.
- **Minutes of meetings of the Governing body and its sub-committees**

Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

### **OUR POLICIES AND PROCEDURES**

Current written protocols, policies and procedures for delivering our services and responsibilities. Current information available:

- **School policies**  
This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.
- **Pupil and Curriculum policies**  
This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, collective worship, and pupil behaviour.
- **Records management and personal data policies**  
This will include data protection & information handling policies, records retention, destruction and archive policies.
- **Equality and diversity**  
This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.
- **Policies and procedures for the recruitment of staff**  
If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
- **Charging regimes and policies**  
Details of any statutory charging regimes should be provided. 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.

### **LISTS AND REGISTERS**

Information on currently maintained lists and registers.

- **Curriculum circulars and statutory instruments**  
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.
- **Disclosure logs**  
A log indicating the information provided in response to requests should be readily available.
- **Asset register**  
Any information the school is currently legally required to hold in publicly available registers

### **THE SERVICES WE OFFER**

Information about the services the school provides including leaflets, guidance and newsletters produced for the public. Examples of these services are:

- Extra-curricular activities
- Out of school clubs
- Services for which the school is entitled to recover a fee, together with those fees
- School publications eg. leaflets, booklets and newsletters

### **CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THE 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, transparent and kept to a minimum.

- Material published and accessed on our website is 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 packing
  - The costs directly incurred as a result of viewing information

If a charge is made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

See Appendix 1 for full charging details

### **Exemptions to the Scheme**

See Appendix 2

### **Timescale**

The school will respond to any request for information within 20 working days of the request being received (excluding school holidays).

### **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.

To help us process your request quickly, please clearly mark any correspondence '**FREEDOM OF INFORMATION REQUEST**' (in CAPITALS please)

### **Requests for Information/Contact Details**

If you require a copy of any information please put your request in writing or if you want to ask whether information is available you can contact the school by telephone, email or letter.

Contact details are set out below:

Email: [admin@southwick.wilts.sch.uk](mailto:admin@southwick.wilts.sch.uk)

Tel: **01225 763325**

Fax: 01225 710750

Contact Address: **Southwick C of E Primary School Hollis Way, Southwick, Trowbridge, Wiltshire. BA14 9PH**

## **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, if you require further assistance or wish to make a complaint then this should initially be addressed to Mrs Lesley Shellard, Headteacher of the school.

If you are not satisfied with the assistance that you receive or if we have not been able to resolve the complaint and you feel a formal complaint needs to be made then this should be addressed to the Information Commissioners Office. This is the organisation that ensures the Compliance with the Freedom of Information Act 2000 and deals with formal complaints. Contact details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
website: [www.ico.gov.uk](http://www.ico.gov.uk)

Telephone : **0303 123 1113** or **01625 545745**

## **MONITORING AND EVALUATION**

This policy will be monitored by the Headteacher and governors and will be considered on the basis of the number of requests made for information

## Appendix 1

### Charging Schedule

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.

<b>Information /Method</b>	<b>Charge</b>
Website	Access to the website is free of charge unless otherwise specified
E mail and attachments	Free of charge unless otherwise specified
Website printouts	Prints outs from the school website or external websites are not provided
Photocopies	A <u>minimum</u> charge of £1 for up to 10 pages A4 A <u>minimum</u> charge of £1.20 for up to 6 pages A3 Further pages are charged at: A4 pages at 10p per page (single sided) A3 pages at 20p per page (single sided) A2 pages at £1 per page (single sided)  Information accessed in the school office can be viewed free of charge,
Postage	postage will be charged for any item or items at the current postal rate.
Copies of published materials	Copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.
<b>Administration Fee</b>	As referenced in the Fees Regulations, charges can be made for administration. Such charges will be calculated at an hourly rate. If the request will take an extensive amount of time the school may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.
<b>CD rom/memory stick</b>	A charge will be made at commercial prices for the data medium.

This charging schedule will be reviewed annually and is in line with the 2004 Fees Regulations. The introduction of any further statutory obligations will also trigger a review of these arrangements.

## Appendix 2

### Southwick Primary School - Freedom of Information Publication Scheme

#### Exemptions to the Freedom of Information Act 2000

Information protected by absolute exemptions is not made available to applicants, and the School is not obliged to confirm or deny that such information is held if to do so would reveal the nature of the information. For qualified exemptions the School must confirm or deny that such information exists, even if a public interest test exempts such information, unless the statement of confirmation/denial would itself disclose exempt information. There is a list of exemptions at the end of this document.

It should be noted that personal data is only exempt because it is accessible under other legislation (the Data Protection Act 1998). The school must still provide such information on request and on payment of an appropriate fee if required. Similarly, environmental information is only exempt because provision of environmental information is covered by the Environmental Information Regulations 2004, and in practice any request (whether written or verbal) for environmental information should be processed as it would be for FoI. More information on this area is available by contacting Sue Broughton at West Berkshire Council (see contact details below).

The legislation also makes provision for vexatious or repeated requests, to which a school is not obliged to respond. A repeated request is either the same or similar information request by the same person or a group of people in an unreasonably short space of time; a vexatious request is one clearly intended to occupy staff time rather than being a genuine request for information. Document decisions made on such requests and advise the enquirer of the decision. You do not have to supply the information requested for these requests.

#### ***Absolute and Qualified Exemptions***

There are 23 exemptions, not all of them applicable to public authorities. Those **highlighted** are most likely to apply information which schools hold. Exemptions apply to information if:

#### **Absolute exemptions:**

- it is reasonably accessible to the applicant by other means even if this involves payment; (Sect. 21)
- it is information supplied by, or relating to bodies dealing with security matters; (Sect. 23)
- it constitutes court records; (Sect. 32)
- it is required for the purpose of avoiding an infringement of the privileges of either House of Parliament; (Sect. 34)
- disclosure would prejudice the effective conduct of public affairs; (Sect. 36)
- it is personal data the disclosure of which would contravene the Data Protection Act; (Sect. 40)
- it was provided in confidence; (Sect. 41)
- its disclosure is prohibited by any enactment, is incompatible with a Community obligation, or would constitute contempt of court; (Sect 44)

#### **Qualified exemptions:**

- it is intended for publication at a later date and can reasonably be withheld until publication; (Sect. 22)
- it is required for the purpose of safeguarding national security; (Sect. 24)
- its disclosure would prejudice the defence of the realm; (Sect. 26)
- its disclosure would prejudice international relations; (Sect. 27)
- its disclosure would prejudice relations between the administration of the UK and any other such administration; (Sect. 28)
- its disclosure would prejudice the economic interests or financial interest of the UK, or any administration in the UK; (Sect. 29)
- it is information held for criminal investigations or proceedings; (Sect. 30)

- it is information which has been used or was obtained to investigate, detect or prevent crime or other areas of law enforcement; (Sect. 31)
- it is some form of information held by a public authority for audit functions; (Sect. 33)
- it is data which relates to the formulation of government policy, ministerial communications, provision of advice by any of the Law Officers, or the operation of any Ministerial private office; (Sect. 35)
- disclosure would prejudice the effective conduct of public affairs (excluding matters covered under the absolute exemption for this area); (Sect. 36)
- it is data which relates to communications with members of the Royal Family or Household, or the conferring of Crown honours or dignities; (Sect. 37)
- disclosure would endanger an individual's physical or mental health or safety; (Sect. 38)
- it is environmental information covered by the Environmental Information Regulations; (Sect. 39)
- it is personal data (concerning a third party) the disclosure of which would contravene the Data Protection Act; (Sect. 40). The duty to confirm or deny does not apply to this information.
- it is subject to legal professional privilege; (Sect. 42)
- disclosure would be prejudicial to commercial interests; (Sect. 43)

#### **RESOURCES AND REFERENCES:**

Wiltshire County Council, Department for Children and Education  
 Freedom of Information Act 2000.  
 Legislation.gov.uk (2004 Fees regulations )  
 Information Commissioner Office  
 Data Protection guidelines