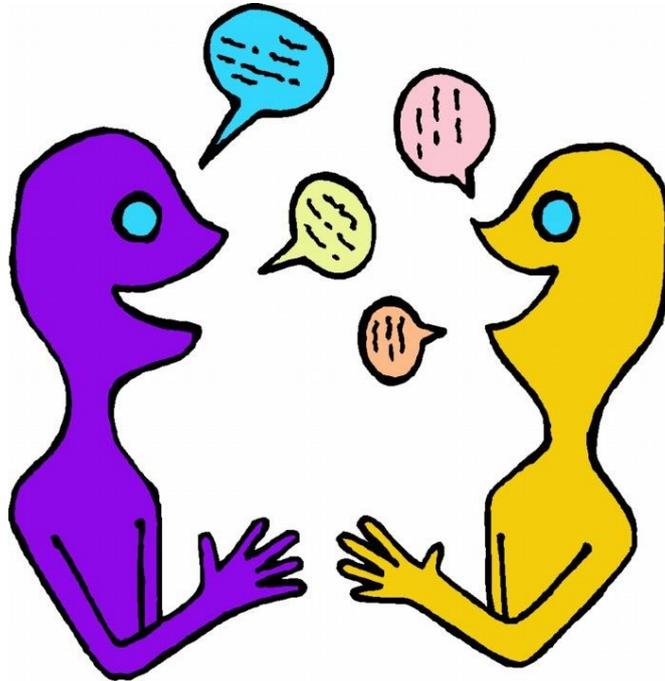


Freedom of Information Policy

To Be the Best We Can Be



Adopted from ICO Model Policy, Carrie Prior January 2016

St Andrew's CEVC Primary School
Church Road
Great Yeldham
Essex
CO9 4PT

MODEL POLICY

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 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.
- 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

This section provides details of the classes of information available:

Who we are and what we do.

- Instrument of Governance/Articles of Association
- School prospectus and outline of the School Curriculum
- Names of the Governing Body and contact details
- School session times and term dates
- The address, telephone number, email address and website for the school together with the names of key personnel.

What we spend and how we spend it.

Financial information will be available for the current and previous two financial years.

- Sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector
- Annual budget plan
- Annual income and expenditure returns
- Details of items of expenditure over £5000, including costs, supplier and transaction information
- Capital funding - Information on major plans for capital expenditure
- Financial audit reports
- Procurements & contracts
- Pay Policy
- Staff allowances and expenses
- Staff pay and grading structures
- Governors allowances

What our priorities are and how we are doing.

- Performance data supplied to the government
- Latest Ofsted report
- Performance management policy
- Future plans e.g. any major proposals for the future of the school involving, for example, consultation on a change in school status.
- Safeguarding & Child Protection Policies

How we make decisions.

- Admissions Policy & Arrangements
- Minutes of meetings of the Governing Body and its committees

Our policies and procedures.

- Statutory school policies and procedures
- Records management and personal data policies
- Equality and diversity policies
- Policies and procedures for the recruitment of staff
- Charging & Remissions policy

Lists and Registers.

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- Any information the school is currently legally required to hold in publicly available registers

The Services we Offer.

- 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, booklets and newsletters

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

Where it is within the capability of the school, information will be provided on the school 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 information will be made available in hard copy via the school office.

In exceptional circumstances some information may be available only by viewing in person. The School Business Manager can be contacted to arrange an appointment on Tel: 01787 463136. 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 the school 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

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 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.