



## Freedom of Information Policy

15<sup>th</sup> November 2018

Version	Date	Author	Status	Summary
1.0	16/06/11	A Peet	Approved	Updated Document to include standardised format and any changes to old policy
2	01/10/12	J Liddiard	Approved	Reviewed and revised on scheduled expiry date
3	02/11/15	A Peet	Approved	Reviewed and revised against latest template guidance from ICO. Governor photos removed.
4	15/11/18	J Haines	Approved	Policy reviewed. No changes on ICO guidance so no changes made.

Last Reviewed By: Resources

Date of Review: 15<sup>th</sup> November 2018

Expiry Date: 15<sup>th</sup> November 2021

## ***Policy Statement***

### ***Publication Scheme on information available under the Freedom of Information Act 2000***

#### ***BURYFIELDS INFANT SCHOOL, ODIHAM***

The governing body is responsible for maintenance of this scheme.

##### *1. Introduction: what a publication scheme is and why it has been developed*

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

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

The scheme covers information already published and information which is to be published in the future. Information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

##### *2. Aims and Objectives*

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child.
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

##### *3. Categories of information published*

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into seven broad topic areas:

Class 1	Who we are and what we do
Class 2	What we spend and how we spend it
Class 3	What our priorities are and how we are doing
Class 4	How we make decisions
Class 5	Our policies and procedures
Class 6	Lists and registers
Class 7	The services we offer

#### *4. Information Currently Published/Available*

Please see Appendix A.

#### *5. How to request information*

If you require a copy of any of the documents within the scheme, please contact the school by telephone, email or letter. We would prefer to send out information by email, where possible, to save paper, printing and postage costs.

Requests for information will be acknowledged within 48 hours and the information will be given within 10 days.

Contact details are set out below, or you can visit our website at [www.buryfields.hants.sch.uk](http://www.buryfields.hants.sch.uk)

Contact:

The School Administrator.

Buryfields Infant School, Buryfields, Odiham, RG29 1NE

Tel: 01256 702667

Email: [admin@buryfields.hants.sch.uk](mailto:admin@buryfields.hants.sch.uk)

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please).

If the information you are looking for is not available via the scheme [and is not on our website], you can still contact the school to ask if we have it.

#### *6. Exemptions*

Requests for personal data relating to the requester come under the Data Protection regulations. Where personal data is requested about a third party, it is exempt if disclosure would contravene the Data Protection Act or data protection principles.

#### *7. Paying for information*

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Where there is a charge for the information, this is indicated in Appendix B. This is to cover costs such as photocopying/printing.

If your request means that we have to do a lot of photocopying or printing, or pay a postage charge, we will let you know the cost before fulfilling your request.

## *7. 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, or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Chair of Governors.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

E Mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Website: <https://ico.org.uk/>

## APPENDIX A

Information to be published	How the information can be obtained	Which document specifically	Cost for hard copy (NB see Appendix B for printing costs per A4 sheet)
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(Hard copy and/or website)		
Who's who in the school, including school address	School website Hard copy  Staff photos	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a> Staffing Structure – School Pool In corridor	Free
Who's who on the governing body and the basis of their appointment and register of interests	School website	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>	
Instrument of Government	School website Hard copy	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a> Instrument of Government 1	1 x A4
Contact details for the Head teacher and for the governing body via the school (named contacts where possible)	School website Hard copy	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a> Governor Structure	1 x A4
School prospectus	School website Hard copy	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>	Free
Annual Report	n/a		
Staffing structure	Hard copy	Staffing Structure-School Pool	1 x A4

School session times and term dates	School website  Hard copy from school office  Hard copy from school office	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>  HCC academic year diary dates  New entrants welcome pack	1 x A4 for extra copies
<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 and/or website)		
Annual budget plan and financial statements	Hard copy	Summary Annual Financial budget - current year - previous year	1 x A4 1 x A4
Capital funding	Hard copy	Summary Annual Financial Capital budget - current year - previous year	1 x A4 1 x A4
Financial audit reports	Hard copy	Reports	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Annual Statement	
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	Statement of procurement and projects	1 x A4

Pay policy	Hard copy	Teachers' Pay Policy	Multiple pages x A4
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	Report	2 x A4
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	Report	2 x A4
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Adhoc statement of governor allowances claimed in previous year and year to date	1 x A4
<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 or website)		
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> <li>Post Inspection Action Plan</li> </ul>	Hard copy <a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a> or <a href="http://www.ofsted.gov.uk/reports/">www.ofsted.gov.uk/reports/</a> (link from the school website)	End of KS 1 results  Ofsted summary Ofsted full report  SIP	1 x A4  Free 8 x A4
Performance management policy and procedures adopted by the governing body.	Hard copy	Performance management policy  Governor Charter	Multiple pages x A4
Performance data	Hard copy <a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>	End of KS 1 results	

Schools future plans	View at school office		
Child protection	Hard copy	Policy Document	
<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 or website)		
Admissions policy/decisions (not individual admission decisions)	School website or Hard copy	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>  Buryfields Infant Admission policy	Multiple pages x A4
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		Multiple pages x A4
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)		
School policies including: <ul style="list-style-type: none"> <li>• Charging policy</li> <li>• Health and Safety policy</li> <li>• Complaints procedure</li> <li>• Grievance policy</li> <li>• Freedom of Information Policy</li> <li>• Single Equality Scheme</li> <li>• Staff recruitment policies</li> </ul>	School website  or  Hard copy	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>	Multiple pages x A4



<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Special educational needs</li> <li>• Accessibility (part of Single Equality Scheme)</li> <li>• Race equality (part of Single Equality Scheme)</li>   <li>• Collective worship</li> <li>• Sex education</li> </ul>	<p>School website or  Hard copy</p>	<p><a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a></p>	<p>Multiple pages x A4</p>
<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>	<p>We follow all directives from HCC.  School office. The Castle, Winchester Archived records are stored securely, not easily accessed.</p>	<p>Retention of Records policy</p>	
<p>Charging regimes and policies.</p> <p>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>School website or Hard copy</p>	<p><a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>  Charging policy</p>	<p>Multiple pages x A4</p>

<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)		
Curriculum circulars and statutory instruments	View at school office		Free
Disclosure logs	Review with school Office Manager		Free
Asset register	View at school office		Free
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	View at school office		Free
<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)		
Current information only			
Extra-curricular activities	School website	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>	Free
Out of school clubs	School website	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>	Free
School publications	Hard copy	Newsletters Prospectus Welcome packs Various year group hand-outs End of Key Stage 1 results	Free 1 Free copy Free to view or copied at cost x multiple pages
Services for which the school is entitled to recover a fee, together with those fees	School website or hard copy	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>  Charging policy	Multiple pages x A4

Leaflets books and newsletters	School website or hard copy	<a href="http://www.buryfields.hants.sch.uk">www.buryfields.hants.sch.uk</a>	Multiple pages x A4
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## APPENDIX B

### SCHEDULE OF CHARGES

Where there is a cost for providing the information, it will be charged as below

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @15p per A4 sheet (black & white)	cost to print
	Photocopying/printing @ 40p per A4 sheet (colour)	cost to print