**St Peter’s Church of England (Aided) Primary School**

**Freedom of Information Policy**

**The Governing Body of St Peter’s Church of England (Aided) Primary School  
adopted this policy on** 17th March 2021

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Chair of Governors)*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Head Teacher*)

To be reviewed every 3 years

A model publication scheme for public authorities, including schools, has been prepared and approved by the Information Commissioner. It has been adopted without modification by St Peter’s CoE (A) Primary School.

This document also gives details of the information we publish, how it is available and a schedule of fees.

**Model publication scheme - Freedom of Information Act**

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 mad 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 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 authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, 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, a public authority 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.

Information will be provided in the language in which it is held or in such other language

that is legally required. Where an authority 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 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 authority 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 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.

Further advice and information is available from the Information Commissioner’s Office, www.ico.gov.uk or telephone 0303 123 1113

**Appendix 1**

|  |  |  |
| --- | --- | --- |
| **Information to be published.** | **How the information can be**  **obtained** | **Cost** |
| **Class 1 - Who we are and what we do**  (Organisational information, structures, locations and  contacts)  Current information only |  |  |
| Who’s who in the school | Members of staff page on website  [www.stpeterswhetstone.co.uk](http://www.stpeterswhetstone.co.uk)  Hard copy (contact school office) | Free  10p per sheet +  postage |
| Who’s who on the Governing Body and the basis of their appointment | Governing Body page on website  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk)  Hard copy (contact school office) | Free  10p per sheet +  postage |
| Instrument of Government /  Articles of Association | Hard copy  (contact school office) | 10p per sheet +  postage |
| Contact details for the Head Teacher and for the Governing Body, via the school.  (Named contacts where possible) | Contact information page and Governing Body page on website  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk)  Hard copy (contact school office) | Free  Free |
| School prospectus (if any) | Prospectus section on website  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk) Hardcopy (contact school office) | Free  Postage |
| Annual Report (if any) | n/a |  |
| Staffing structure | Hard copy (contact school office) | 10p per sheet +  postage |
| School session times and term dates | Calendar section on website  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk)  Hard copy (contact school office) | Free  10p per sheet +  postage |
| Address of school and contact details,  including email address | Contact information page on website  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk)  Hard copy (contact school office) | Free  10p per sheet +  postage |
| **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)  Current and previous financial year as a minimum |  |  |
| Annual budget plan and financial statements | Hard copy (contact school office) | 10p per sheet +  postage |
| Capital funding | Hard copy (contact school office) | 10p per sheet +  postage |
| Financial audit reports | Hard copy (contact school office) | 10p per sheet +  postage |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Hard copy (contact school office) | 10p per sheet +  postage |
| 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 (contact school office) | 10p per sheet +  postage |
| Pay policy | Hard copy (contact school office) | 10p per sheet +  postage |
| 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 (contact school office) | 10p per sheet +  postage |
| 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 (contact school office) | 10p per sheet +  postage |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors. | Not applicable |  |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum |  |  |
| * Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data * The latest Ofsted report * Summary * Full Report * Post-inspection action plan | Hard copy (contact school office)  Ofsted report  <https://reports.ofsted.gov.uk/provider/21/146603>  Hard copy (contact school office)  Hard copy (contact school office) | 10p per sheet + postage  Free  10p per sheet + postage  10p per sheet + postage |
| Performance management policy and procedures adopted by the governing body. | Hard copy (contact school office) | 10p per sheet + postage |
| Performance data or a direct link to it | Link from website  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk) | Free |
| The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | Strategic Plan  Hard copy (contact school office) | 10p per sheet + postage |
| Safeguarding and child protection | Policies section on website  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk)  Hard copy (contact school office) | Free  10p per sheet + postage |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous three years as a minimum |  |  |
| Admissions policy/decisions  (not individual admission decisions) – where applicable | Link to Local Authority Admissions policy and  information  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk) | Free |
| 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 (contact school office) | 10p per sheet + postage |

|  |  |  |
| --- | --- | --- |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for  delivering our services and responsibilities)  Current information only.  As a minimum these must include policies, procedures  and documents that the school is required to have by  statute or by its funding agreement or equivalent. These will include policies and procedures for handling  information requests. |  |  |
| Records management and personal data policies, including:   * Information security policies * Data retention, destruction and archive policies * Data protection (including information sharing policies) | Hard copy (contact school office)  Policies section on website  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk) | 10p per sheet + postage  Free |
| 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. | Policies section on website  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk)  Hard copy (contact school office) | Free  10p per sheet + postage |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only (this does  not include the attendance register). |  |  |
| Curriculum circulars and statutory instruments | Hard copy (contact school office) | 10p per sheet + postage |
| Disclosure logs | Inspection by appointment  (contact school office) | Free |
| Asset register | Inspection by appointment  (contact school office) | Free |
| Any information the school is currently legally required to hold in publicly available registers | Inspection by appointment  (contact school office) | Free |
| **Class 7 – The services we offer**  (Information about the services we offer, including  leaflets, guidance and newsletters produced for the  public and businesses) Current information only |  |  |
| Extra-curricular activities | Hard copy (contact school office) | 10p per sheet + postage |
| Out of school clubs | Hard copy (contact school office) | 10p per sheet + postage |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy (contact school office) | 10p per sheet + postage |
| School publications, leaflets, books and newsletters | Newsletters on website  [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk)  Hard copy (contact school office) | Free  10p per sheet +postage |

|  |  |  |
| --- | --- | --- |
| **Schedule of Charges** | | |
| **Type of Charge** | **Description** | **Basis of Charge** |
| **Disbursement cost** | Photocopying/printing @ 10p per sheet (black & white) | Actual cost + Administration |
|  | Photocopying/printing @ 15p per sheet (colour) | Actual cost +  Administration |
|  | Postage | Actual cost of Royal  Mail standard 2nd class |
| **Statutory Fee** |  | In accordance with the relevant legislation |

**How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.stpeterswhetstone.co.uk](http://www.st-peters-whetstone.leics.sch.uk)

Email: **office@stpeters.embracemat.org**

Tel: **0116 2775750**

Fax: **0116 2775750**

Contact Address:  **St Peter’s Church of England (Aided) Primary School**

**Wale Road**

**Whetstone**

**Leicester**

**LE8 6NJ**

To help us process your request quickly, please clearly mark any correspondence

**“PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.