

Whitegate End Primary School and Nursery



Freedom of Information Policy

Responsible Committee	DSG
Date ratified	20/02/16.
Next review	when model updates per ICO recommendation.
Signed on behalf of the governing body	<i>Scraven</i>
Print name	SCRIVEN.

Model Publication Scheme

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

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 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.

Freedom of Information

Guide to information available from Whitegate End 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 / Staffing Structure	School Website http://whitegateend-oldham.co.uk/whoswho.asp	Free
	Hard copy from School Office	10p / Sheet

Who's who on the governing body / board of governors and the basis of their appointment	School Website http://whitegateend-oldham.co.uk/whoswho.asp	Free
Instrument of Government / Articles of Association	Hard copy from School Office	10p / Sheet
	School Website http://whitegateend-oldham.co.uk/cms/news/downloadaddoc.asp?DocRef=1521&DocCount=0&MediaFolder=whoswho	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy from School Office	10p
	School Website http://whitegateend-oldham.co.uk/contact.asp	Free
Address of school and contact details, including email address.	School Office	Free
	School Website http://whitegateend-oldham.co.uk/keyinfo_detail.asp?Section=3&Ref=572	Free
School prospectus (if any)	School Office	Free
	School Website http://whitegateend-oldham.co.uk/keyinfo_detail.asp?Section=3&Ref=199	Free
School session times and term dates	School Office	Free
	School Website http://whitegateend-oldham.co.uk/keyinfo_detail.asp?Section=3&Ref=199	Free
Whitegate End Primary School May 2015	School Office	Free

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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy from School Office	10p / Sheet
Capital funding	Hard copy from School Office	10p / Sheet
Financial audit reports	Hard copy from School Office	10p / Sheet
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy from School Office	10p / Sheet
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 from School Office	10p / Sheet
Pay policy	LA Website http://www.oldham.gov.uk/downloads/file/3857/pay_policy	Free
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 from School Office	10p / Sheet
	Hard copy from School Office	10p / Sheet

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 from School Office	10p / Sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy from School Office	10p / Sheet
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 School profile (if any) And in all cases: • 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 or website)	
Performance management policy and procedures adopted by the governing body.	DfE Website http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=105658&superview=pri School Website http://whitegateend-oldham.co.uk/publish_detail.asp?Section=34&Ref=731	Free
	Hard copy from School Office	10p / sheet
	Hard copy from School Office	10p / Sheet

Performance data or a direct link to it	School Website http://whitegateend-oldham.co.uk/publish_detail.asp?Section=34&Ref=732	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	Direct contact with parents where applicable and published on school website or hard copy from School Office	Free
Safeguarding and child protection	School Website http://whitegateend-oldham.co.uk/policies.asp	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy from School Office (hard copy or website)	Free
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website http://whitegateend-oldham.co.uk/policies.asp	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 from School Office Hard copy from School Office	Free 10p / Sheet

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.	(hard copy or website)	
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Hard copy from School Office	10p / Sheet
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.	School Website http://whitegateend-oldham.co.uk/policies.asp Hard copy from School Office	Free
Statutory Policies / Funding Statements (Attendance; Behaviour (inc Anti-Bullying); Complaints; E-Saftey; Educational Visits; Equality; EYFS; Homework; Managing Allegations) DSEN	School Website http://whitegateend-oldham.co.uk/policies.asp http://whitegateend-oldham.co.uk/specneeds.asp	Free

Pupil Premium	http://whitegateend-oldham.co.uk/premium.asp	
Sports Premium	http://whitegateend-oldham.co.uk/sports.asp	
	Hard copy from School Office	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy from School Office	10p / Sheet
Disclosure logs	Inspection only	Free
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only	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	(hard copy or website; some information may only be available by inspection)	

Extra-curricular activities / Out of School Clubs (Letters about specific club / charges will be sent home with pupils)	School Website http://whitegateend-oldham.co.uk/keyinfo_detail.asp?Section=3&Ref=958	Free
Services for which the school is entitled to recover a fee, together with those fees Additional Nursery Childcare (Letter sent to parents / prospective parents of Nursery children)	School Website http://whitegateend-oldham.co.uk/keyinfo_detail.asp?Section=3&Ref=957	Free
School publications, leaflets, books and newsletters	Sent home with pupils School Website http://whitegateend-oldham.co.uk/news.asp	Free

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 10p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 35p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority