

## **FREEDOM OF INFORMATION POLICY**

*As per the Freedom of Information act 2000*

### **Purposes of the Freedom of Information Act:**

To provide a right of access to anyone to information held by public authorities including schools, subject to certain conditions and exemptions.

- All recorded information is covered;
- Personal information, information provided in confidence, and some commercial information may be restricted through an exemption;
- The majority of exemptions are dependent on whether the disclosure is in the public interest.

### **Introduction**

Bonneville Primary School takes its' responsibilities with regard to the management of the requirements of the Freedom of Information act very seriously. This policy details the way in which we will ensure compliance with the requirements of the Act.

#### **1. Scope of the Policy**

The purpose of this policy is to ensure that the provisions of the act are adhered to and in particular that:

- A significant amount of routinely published information about the school is made available to the public as a matter of course;
- Other information not routinely published is readily available on request and that such a request is dealt with in a timely manner;
- In cases where the information may be covered by an exemption, consideration is given as to whether or not the information should be released.

#### **2. Specific Requests for Information**

Information not already made available to the public will be accessible through a specific request for information. In this regards the Freedom of Information Act established two rights:

- The right to be told whether the information exists, and
- The right to receive the information, (subject to exemptions).

Any request must be made in a permanent form, (for example in writing or by email), and a charge may be made for dealing with the request. Requesters will not be entitled to any information to which any of the exemptions of the Act apply. However only those specific pieces of information to which the exemption applies will be withheld, and information covered by an exemption will be subject to review by the school.

The school will respond to any specific request within 20 working days. If a fee is required, the period of 20 working days will commence from the date that the fee is paid.

### 3. Charges

The school reserves the right to charge an appropriate administration fee for dealing with specific requests for information when that information is not already in the public domain.

### 4. Exemptions under the Act

There are 23 exemptions under the Act, some exemptions where the public interest test applies, and others which are absolute exemptions. Details of the exemptions maybe found on the Information Commissioners website:

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Where a request is made for information which includes exemptions the school will consider both the prejudice test and the public interest test and may, in some circumstances, withhold the requested information.

### 5. Complaints

Any complaints received in respect of a Freedom of Information request should be addressed in writing to the Headteacher. The complaint will be acknowledged immediately and every reasonable effort will be taken to offer a more comprehensive reply within 21 days.

## Freedom of Information

### Guide to information available from Bonneville Primary School under the model publication scheme

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

Information to be published	How the information can be obtained:	Cost:
<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	hard copy and/or website	
Who's who on the governing body / board of governors and the basis of their appointment	hard copy and/or website	
Instrument of Government / Articles of Association	hard copy and/or website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	hard copy and/or website	
School prospectus (if any)	hard copy	
Annual Report (if any)	hard copy and/or website	
Staffing structure	hard copy and/or website	
School session times and term dates	hard copy and/or website	
Address of school and contact details, including email address.	hard copy and/or website	
<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 on request	
Capital funding	Hard copy on request	
Financial audit reports	Hard copy on request	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy on request	
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 on request	
Pay policy	Hard copy on request	
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 on request	

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 on request	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy on request	
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy and/ or website)	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Education and Training Inspectorate 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 and/ or website)	
Performance management policy and procedures adopted by the governing body.	Hard copy on request	
Performance data or a direct link to it	Hard copy on request	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	(hard copy and/ or website)	
Safeguarding and child protection	(hard copy and/ or website)	
<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	(hard copy or website)	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude	Hard copy on request	

information that is properly regarded as private to the meetings).		
<p><b>Class 5 – Our policies and procedures</b>                  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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, or by English government. These will include policies and procedures for handling information requests.</p>	(hard copy or website)	
<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>	hard copy or website)	
<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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	hard copy on request	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	hard copy; some information may only be available by inspection.	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers		
<p><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)</p>	hard copy or website; some information may only be available by	

Current information only	inspection.	
Extra-curricular activities	Website	
Out of school clubs	Website and hard copy (letter to parents)	
Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters		