

Itchen Abbas Primary School

Freedom of Information Policy



Itchen Abbas Primary School Publication Scheme on information available under the Freedom of Information Act 2000

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.

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.

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'. These are contained in section 6 of this scheme.

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

School Prospectus

Governors' Documents

Pupils & Curriculum

School Policies and other information related to the school - information about policies that relate to the school in general.

Information published in the school prospectus.

Information published in the yearly overview and in other governing body documents. Information about policies that relate to pupils and the school curriculum.

How to request information:

If you require a paper version of any of the documents within the scheme, please contact the school by email or letter. Contact details are as follows:

Telephone: 01962 779310

In writing to: Itchen Abbas Primary School, School Lane, Itchen Abbas, SO21 1BE

Email: admin@itchenabbas.hants.sch.uk

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

Paying for information:

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

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	School Website School Office	£0
Who’s who in the school	School Website School Office	£0
Who’s who on the governing body / board of governors and the basis of their appointment	School Website Hard copy from the school office	£0
Instrument of Government / Articles of Association		
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website Hard copy from the school office	£0
School prospectus (if any)	School Website Hard copy from the school office	£0
Annual Report (if any)	Hard copy from the school office	Photocopy and postage
Staffing structure	School Website Hard copy from the school office	£0
School session times and term dates	School Website Hard copy from the	£0

	school office	
Address of school and contact details, including email address.	School Website	£0
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 from the school office	
Annual budget plan and financial statements	Hard copy from the school office	Photocopy and postage
Capital funding	Hard copy from the school office	Photocopy and postage
Financial audit reports	Hard copy from the school office	Photocopy and 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 from the school office	Photocopy and 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 from the school office	Photocopy and postage
Pay policy	Hard copy from the school office	Photocopy and 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	Hard copy from the school office	Photocopy and postage

per annum) by reference to categories.		
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 the school office	Photocopy and postage
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy from the school office	Photocopy and postage
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	School website Hard copy from the school office	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • 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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	School website Hard copy from the school office	

Performance management policy and procedures adopted by the governing body.	Hard copy from the school office	Photocopy and postage
Performance data or a direct link to it	Hard copy from the school office	£0
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 from the school office	£0
Safeguarding and child protection	School Website Hard copy from the school office	£0
Class 4 – How we make decisions (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) – where applicable	School Website Hard copy from the school office	£0
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 available from the school office	Photocopy and 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, or by English government. These	School Website Hard copy from the school office	£0

will include policies and procedures for handling information requests.		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy from the school office	Photocopy and postage
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. 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").	School Website School Office	£0
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	Photocopy and postage
Disclosure logs	Hard copy	Photocopy and postage
Asset register	Hard copy	Photocopy and postage
Any information the school is currently legally required to hold in publicly available registers	Hard copy	Photocopy and postage

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>School Website Hard copy from the school office</p>	<p>£0</p>
<p>Out of school clubs</p>	<p>School Website Hard copy from the school office</p>	<p>£0</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>School Website Hard copy from the school office</p>	<p>£0</p>
<p>School publications, leaflets, books and newsletters</p>	<p>School Website Hard copy from the school office</p>	<p>£0</p>

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 @ 0.28p per sheet (black & white)	Actual cost
	Photocopying/printing @ 2.5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Requests costing under £450 will be free of charge except for any cost of photocopying, postage, or supplying the information in a preferred format Requests costing over £450 may be charged at the rate of £25 per person per hour, together with the costs of copying, postage and production in any preferred format	In accordance with the relevant legislation Department of Constitutional Affairs' Regulations .

Other	Subject Access Request £10	Information Commissioner's Office
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* the actual cost incurred by the public authority

Approved by Governors: December 2019

To be reviewed every three years

Review Date: December 2022