

# **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:

Anyone who requires a paper version of any of the documents within the scheme, should 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](mailto:admin@itchenabbas.hants.sch.uk)

Clearly marking any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS)

The school is committed to openness and transparency and will proactively publish information wherever possible.

The school will aim to respond to Freedom of Information requests within 20 school days, in line with statutory guidance.

The school reserves the right to refuse requests that are vexatious or repeated, in accordance with the Freedom of Information Act. Dissatisfaction with the response to a request, should follow the school's Complaints Procedure.

Paying for information:

The school aims to make the majority of information available via its website wherever possible, in line with transparency expectations or through electronic means wherever possible. The school encourages requests to be made electronically to reduce environmental impact. However, single copies of information covered by this publication are provided free unless stated otherwise in section 6. Requests that require 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 may incur a cost. The latter will be communicated before the request is fulfilled and will require agreement.

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Organisational information, structures, locations and contacts</b>  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 Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	£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 Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	£0
School prospectus (if any)	School Website Information will normally be provided electronically. Paper copies can	£0

	be provided on request and may incur a charge.	
Annual Report (if any)	Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	Photocopy and postage
Staffing structure	School Website Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	£0
School session times and term dates	School Website Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	£0

Address of school and contact details, including email address.	School Website	£0
<b>Class 2 – School finance</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	
Annual budget plan and financial statements	Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	Photocopy and postage
Capital funding		Photocopy and postage
Financial audit reports		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.		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).		Photocopy and postage
Pay policy		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 per annum) by reference to categories.		Photocopy and postage

<p>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.</p>		<p>Photocopy and postage</p> <p>DfE website</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>		<p>Photocopy and postage</p>
<p><b>Class 3 – School planning and data</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>School website</p> <p>Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.</p>	
<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 / Estyn / 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>		

Performance management policy and procedures adopted by the governing body.	School website Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	Photocopy and postage
Performance data or a direct link to it		£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		£0
Safeguarding and child protection		£0
<b>Class 4 – Decision making</b>  (Decision making processes and records of decisions)  Current and previous three years as a minimum	School website Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	
Admissions policy/decisions (not individual admission decisions) – where applicable		£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).		Photocopy and postage
<b>Class 5 – Policies and procedures</b> (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		£0

will include policies and procedures for handling information requests.	School Website Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	
Records management and personal data policies, including: <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>		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").		£0
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p> <p>Curriculum circulars and statutory instruments</p> <p>Disclosure logs</p> <p>Asset register</p> <p>Any information the school is currently legally required to hold in publicly available registers</p>	Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.	
Curriculum circulars and statutory instruments		Photocopy and postage
Disclosure logs		Photocopy and postage
Asset register		Photocopy and postage
Any information the school is currently legally required to hold in publicly available registers		Photocopy and postage

<p><b>Class 7 – School services</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>School Website Information will normally be provided electronically. Paper copies can be provided on request and may incur a charge.</p>	
<p>Extra-curricular activities</p>		<p>£0</p>
<p>Out of school clubs</p>		<p>£0</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		<p>£0</p>
<p>School publications, leaflets, books and newsletters</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.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing Charges will reflect the actual cost of photocopying, printing and postage. (e.g. 0.28p per sheet and 2.5p per colour copy)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	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 accordance with the relevant legislation <a href="#">Department of Constitutional Affairs' Regulations.</a>

<p><b>Other</b></p>	<p>Subject Access Requests are normally free of charge. A reasonable fee may be charged where a request is manifestly unfounded or excessive, in line with UK GDPR and Data Protection Act 2018.</p> <p>Requests for personal data will be handled in accordance with the school's Data Protection Policy and UK GDPR requirements.</p>	<p>Information Commissioner's Office</p>
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Approved by Governors: June 2026

To be reviewed every three years

Review Date: June 2029