

# Freedom of Information Policy and Publication scheme



## Catton Grove Primary School

Approved by:	Peter Threadkell
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## 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 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 Act Publication Scheme**

This Publication Scheme is a means of showing how we are pursuing these aims.

Information to be published	How the information can be obtained	Cost
<p><b><u>Who we are and what we do</u></b>  <b><i>Organisational information, structures, locations and contacts</i></b>  <i>This will be current information only. This will need to be monitored / maintained.</i></p>	<p>Hard copy on request   School website</p>	<p>see  schedule of  charges</p>
<p><b>Who's who in the school / Location and contact information</b></p>	<p>School website</p>	
<p><b>Who's who on the governing body and the basis of their appointment</b></p>	<p>School website</p>	
<p><b>Instrument of Government / Articles of Association</b></p>	<p>School website</p>	
<p><b>School prospectus (if any)</b></p>	<p>N/A</p>	
<p><b>Annual Report (if any)</b></p>	<p>N/A</p>	

<b>Staffing structure</b>	School website Hard copy on request	
<b>School session times and term dates</b>	School website	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b><u>What we spend and how we spend it</u></b>  <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b>            There is an expectation that information in this class should be made available for at least the current and previous two financial years.            This will need to be monitored / maintained.</p>	Hard copy on request	see schedule of charges
<b>Annual budget plan and financial statements</b>	Hard copy on request	see schedule of charges
<b>Capital funding</b>	Hard copy on request	see schedule of charges
<b>Financial audit reports</b>	Hard copy on request	see schedule of charges
<p><b>Details on expenditure of items over £5000</b>            Published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	Hard copy on request	see schedule of charges

<p><b>Procurement and contracts</b>  Details of procedures used for the acquisition of goods and services  Detail of contracts that have gone through a formal tendering process</p> <p>Possibly 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).</p>	Hard copy on request	see schedule of charges
<p><b>Pay policy</b></p>	Hard copy on request	see schedule of charges
<p><b>Staff allowances and expenses</b>  Details of the allowances and expenses that <u>can</u> be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (Senior Leadership Team or equivalent whose basic annual salary is at least £60,000 per annum) by reference to categories.</p>	Hard copy on request	see schedule of charges
<p><b>Staff pay and grading structure</b>  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>	Hard copy on request	see schedule of charges
<p><b>Governors' allowances</b>  Allowances and that <u>can</u> be incurred or claimed and a record of total payments made to individual governors.</p>	Hard copy on request	see schedule of charges

<p><b>Information to be published</b></p>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>
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<p><b><u>What our priorities are and how we are doing</u></b>  <b><i>Strategies and plans, performance indicators, audits, inspections and reviews</i></b>  <i>Current information as a minimum. This will need to be monitored / maintained.</i></p>	<p>Hard copy on request</p> <p>Ofsted:  <a href="https://reports.ofsted.gov.uk/provider/21/134960">https://reports.ofsted.gov.uk/provider/21/134960</a></p> <p>Performance:  <a href="https://www.cattongrove.norfolk.sch.uk/attainment">https://www.cattongrove.norfolk.sch.uk/attainment</a></p>	
<p><b>School profile</b> (if any)  <i>Performance data supplied to the government or a direct link to the data.</i>  <i>The latest Ofsted report – Summary / Direct link to report on Ofsted website</i>  <i>The latest Ofsted report – Full / Direct link to report on Ofsted website</i>  <i>Post inspection action plan</i></p>	<p>School website</p>	
<p><b>Performance management policy and procedures adopted by the governing body</b></p>	<p>Hard copy on request</p>	<p>see schedule of charges</p>
<p><b>Schools future plans</b>  Proposals for and any consultation on the future of the school, such as change in status, plans to federate.</p>	<p>Hard copy on request</p>	<p>see schedule of charges</p>
<p><b>Safeguarding and child protection</b>  The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding.</p>	<p>School website</p>	
<p><b>Information to be published</b></p>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>



<p><b><u>How we make decisions</u></b>  <b>Decision making processes and records of decisions</b>  There is an expectation for information in this class to be made available for at least the current and previous three years.  This will need to be monitored / maintained.</p>	Hard copy on request	see schedule of charges
<p><b>Admissions policy / decisions</b>  The school's admission arrangements and procedures, together with information about the right of appeal.</p>	School website	
<p><b>Minutes of meetings of the governing body and its committees</b>  Excluding information that is properly considered private to the meeting.</p>	Hard copy on request	see schedule of charges

Information to be published	How the information can be obtained	Cost
<p><b><u>Our policies and procedures</u></b>  <b>Current written protocols, policies and procedures for delivering school services and responsibilities</b>  There is an expectation for information in this class to be current information.  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 the government.  These will include policies and procedures for handling information requests.  This will need to be monitored / maintained.</p>		
<p><b>School policies</b></p>	School website Hard copy on request	see schedule of charges
<p><b>Pupil and curriculum policies</b></p>	School website Hard copy on request	see schedule of

		charges
<b>Records management and personal data policies</b>	School website Hard copy on request	see schedule of charges
<b>Equality and diversity (including equal opportunities) policies</b>	School website Hard copy on request	see schedule of charges
<b>Policies and procedures for the recruitment of staff</b>	School website Hard copy on request	see schedule of charges
<b>Charging regimes and policies</b>	School website Hard copy on request	see schedule of charges

Information to be published	How the information can be obtained	Cost
<b><u>Lists and Registers</u></b> Currently maintained lists and registers only (this does not include the attendance register.) This will need to be monitored / maintained.	Hard copy on request	see schedule of charges
<b>Curriculum circulars and statutory instruments</b>	Hard copy on request	see schedule of charges
<b>Disclosure logs</b>	Inspection only – contact school	
<b>Asset register</b>	Inspection only – contact school	
<b>Any information the school is currently legally required to hold in publicly available registers</b> This does not include the attendance register.	Inspection only – contact school	

Information to be published	How the information can be obtained	Cost

<p><b><u>The services we offer</u></b>  <b>Information about the services the school offers including leaflets, guidance and newsletters produced for the public and businesses</b>  Current information only. This will need to be monitored / maintained.</p>	Hard copy and/or website	see schedule of charges
<b>Extra-curricular activities</b>	School website	
<b>Out of school clubs</b>	School website	
<b>Services for which the school is entitled to recover a fee, together with those fees</b>	School website	
<b>School publications, leaflets books and newsletters</b>	School website	

Information to be published	How the information can be obtained	Cost
<p><b><u>Additional Information</u></b>  This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	Hard copy on request	see schedule of charges

## **Schedule of Charges**

### **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 our 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 & packaging and the costs directly incurred as a result of viewing information

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @5p per sheet (black & white)	Actual cost *
	Photocopying/printing @10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* The actual cost incurred by the school.