

Dymchurch Primary School



Freedom of information Policy

Document Information	Date/Source of Policy	Responsibility
Date of Review	January 2014	SLT
Date of Next Review	January 2015	SLT
Source of Policy	Existing Dymchurch Policy based on KCC model, Stantonbury Campus and KELSI Website	SLT
Date of Adoption		Governing body

Modifications made to the existing Dymchurch Policy March 2014

All pages	Re-written to incorporate the new requirements by the ICO on the updated Publication Scheme requirements for data-set needs.

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General Information

The Freedom of Information Act (FOI) is intended to promote a culture of openness and accountability by providing people with rights of access to information held by public authorities. It aims to help provide a better understanding of how public authorities work, why they make the decisions they do and how they spend public money.

The Act covers all information created or owned by the public authority. The [Information Commissioner's Office](#) give definitions of the types of information schools would be expected to give. Access to the information must be given in the format which the requester asks for. A fee can be charged which the requester must be made aware of.

[The Freedom of Information Act](#) came into force in two stages:

1. Each public authority (schools are deemed to be public authorities in their own right) must adopt and maintain a publication scheme, setting out details of information it will routinely make available, how the information can be obtained and whether there is any charge for it.
2. 1 January 2005 any individual can make a specific request for information and must be informed whether the organisation holds that information and subject to any exemptions, must be supplied as requested. Public authorities will normally have a maximum of 20 working days to respond to the request; however there are circumstances when this time limit can be extended.

Dymchurch Primary School has adopted the Information Commissioners Office model publication scheme. The governing body is responsible for maintenance of this scheme.

Additional Polices mentioned – Data Protection Act Policy.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we have produced 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.*

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The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information. Such information may be supplied as a Subject Access Request (SAR) under the Data Protection Act.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

Our publication scheme is a means of showing how we are pursuing these aims.

The School recognises that it is in the public interest for its effectiveness to be monitored in a number of different respects and, accordingly, that the public should have access to certain information either via the School's website or upon written request.

In adopting the ICO model publication scheme the school agrees to make available the following classes of information appropriate to the school:

Class 1 - Who we are and what we do

Class 2 - What we spend and how we spend it

Class 3 - What our priorities are and how we are doing

Class 4 - How we make decisions

Class 5 - Our policies and procedures

Class 6 - Lists and Registers

Class 7 - The services we offer

The full publication scheme is available as Appendix 1 of this document.

3. Requests for Information

All requests should be made in writing to the school using the following contact details:

Email: Headteacher@dymchurch.kent.sch.uk

Fax: 01303 873909

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Contact Address: Dymchurch Primary School, New Hall Close, Dymchurch, Kent. TN29 OLE

In order to help us – please annotate any correspondence with “Freedom of Information Request”

You should receive a response with 20 working days (excluding school holidays)

For more information on how to make requests under the FoI Act you may like to visit:

www.gov.uk/make-a-freedom-of-information-request

or

http://ico.org.uk/for_the_public/official_information

If you are requesting personal information this may be need to be dealt with in accordance of the Data Protection Act as a Subject Access Request (SAR). If this is the case we will notify you in writing, along with any costs and actions that need to be taken.

Before requesting a Freedom of Information request from the school, you may wish to view our Data Protection Policy also.

4. Exemptions

Certain information is subject to either absolute or qualified exemptions. Unless it is in the public interest to withhold information, it has to be released. We will apply the public interest test before any qualified exemptions are applied. When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. We will maintain a register of requests where we have refused to supply information and the reasons for the refusal; the register will be retained for five years.

5. Charging

The school will respond to most requests free of charge but when making a charge will apply fees calculated according to FoI regulations and the person requesting the information will be notified of the charge before information is supplied. We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450

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6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher at the address above.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at: - Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or

Tel. Enquiry: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

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Information Commissioner's Office

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Guide to information available from Dymchurch 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: See schedule of charges
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	See schedule of charges
Who's who in the school	Hard copy Some information on the website	See schedule of charges
Who's who on the governing body / board of governors and the basis of their appointment	Website or hard copy	See schedule of charges

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Instrument of Government / Articles of Association	Hard copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website Newsletters for school address Hard copy	
School prospectus (if any)	Hard copy or website	
Annual Report (if any)		
Staffing structure	Hard copy	
School session times and term dates	website	
Address of school and contact details, including email address.	School website Newsletters Hard copy	
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		
Annual budget plan and financial statements	Hard copy	

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Capital funding	Hard copy	See schedule of charges
Financial audit reports	Hard copy	See schedule of charges
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	See schedule of charges
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	See schedule of charges
Pay policy	Hard copy	See schedule of charges
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	See schedule of charges
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership	Hard copy	See

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Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.		schedule of charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	See schedule of charges
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		See schedule of charges
<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 	<p>Ofsted Report on website or hard copy Performance data hard copy School plan –hard copy</p>	See schedule of charges

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<ul style="list-style-type: none"> Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Hard copy	See schedule of charges
Performance data or a direct link to it	Website or hard copy	See schedule of charges
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Through letters website	See schedule of charges
Safeguarding and child protection	Hard copies of policies	See schedule of charges
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	See schedule of charges
Admissions policy/decisions (not individual admission decisions) – where applicable	Website or hard copy	See schedule

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		of charges
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	See schedule of charges
<p>Class 5 – Our policies and procedures (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 the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	(hard copy or website)	See schedule of charges
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) 	Data protection hard copy	See schedule of charges

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<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>	<p>Hard copy</p>	<p>See schedule of charges</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>See schedule of charges</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy</p>	<p>See schedule of charges</p>
<p>Disclosure logs</p>	<p>Hard copy</p>	<p>See schedule of charges</p>
<p>Asset register</p>	<p>Hard copy</p>	<p>See schedule</p>

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		of charges
Any information the school is currently legally required to hold in publicly available registers	Hard copy	See schedule of charges
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)	See schedule of charges
Extra-curricular activities	Newsletters /hard copy Website	See schedule of charges
Out of school clubs		See schedule of charges
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	See schedule of charges
School publications, leaflets, books and newsletters	Newsletters, leaflets on website or hard copy	See schedule of charges

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		See schedule of charges
		See schedule of charges

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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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Clerking Services	There may be occasion where the school will require the use of

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		clerking services if the request cannot reasonably be met by the school. The school is charged £25 per hour for this service and may therefore transfer costs.
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* the actual cost incurred by the public authority

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