



St Mark's CE Primary School

# **Freedom of Information Policy & Publication Scheme**

Policy Statement and Guidelines

Policy Date: Spring 2021  
Review Date: Spring 2024

## **Freedom of Information Policy & Publication Scheme**

### **Freedom of Information Access Policy**

#### **Principle**

We wish to provide advice and assistance to anyone requesting information under the Freedom of Information Act.

#### **Aims**

- To delegate to the Headteacher day-to-day responsibility for Freedom of Information Access (FOIA) policy and the provision of advice, guidance, publicity and interpretation of the school's policy.
- Ensure all staff are aware of the process
- To deal with requests within **20 working days**
- To inform enquirers whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply
- Ensure that a well-managed records management and information system exists in order to comply with requests.
- Ensure a record of refusals and reasons for refusals is kept. Expressions of dissatisfaction should be handled through the school's existing complaints procedure.

Associated documents:

Publication Scheme Request - Annex A

Guidance to Information – Annex B

St Mark's CE Primary School Publication Scheme

Guidelines - Checklist for Action (Staff)

## **Freedom of Information Publication Scheme**

Freedom of Information Publication Scheme on information available under the Freedom of Information Act 2000.

The Governing Body is responsible for maintenance of this scheme.

### **1. 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. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

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.

### **2. Aims and Objectives**

- To promote the development of the whole child.
- To provide equal opportunities for all children.
- To provide a broad, balanced and relevant curriculum including teaching children to:
  - communicate effectively for pleasure and information;
  - write legibly for a variety of audiences and purposes;
  - read effectively for pleasure and information;
  - use mathematical skills with confidence and accuracy.
  - use Information Communication Technology
  - apply knowledge, skills and understanding of the world
  - be physically competent and confident
- To develop personal, moral and spiritual values.
- To develop creativity, imagination and curiosity.
- To promote each child's self-esteem, confidence and independence.
- To promote high standards of behaviour.
- To develop social skills.
- To promote a high level of expectation.
- To engender respect and understanding for all people and cultures in society.
- To encourage a positive partnership with home.

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

### 3. 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 Annex B of this scheme.

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

Who we are and what we do	Organisational information, constitutional and legal governance, structures, locations and contacts
What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, procurement, tendering, contracts and financial audit
What our priorities are and how we are doing	Strategies, plans, performance indicators/information, assessments, audits, inspections and reviews
Our policies and procedures	Current written protocols, policies and procedures for delivering our functions, services and responsibilities
The services we offer	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses
Lists and Registers	Currently maintained lists and registers associated with this scheme
The services we offer	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

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.

### 4. How to request information and how this is made available

If you require a paper version of any of the documents in accordance with provisions of the scheme, please contact the school by telephone, email or letter and ensure you provide all the details requested in Annex A. Contact details are set out below or you can visit our website.

Website: [www.st-marks-southampton.org.uk](http://www.st-marks-southampton.org.uk)

Email: [info@st-marks-southampton.org.uk](mailto:info@st-marks-southampton.org.uk)

Tel: 02380 772968  
Contact Address: St Mark's Church of England Primary School, Stafford Road, Shirley,  
Southampton SO15 5TE

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

If the information you're looking for isn't available via the scheme and isn't on our website you can still contact the school to ask if we have it.

The method by which information published under this scheme will be made available.

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, the school 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 the school 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.

## **5. Paying for information**

A Schedule of Charges can be found in Annex B of this scheme.

Our website is at: [www.stmarksschool.co.uk](http://www.stmarksschool.co.uk)

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, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using a local library or an internet café.

Charges may be made for information subject regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage & Packaging including courier charges if necessary.
- The costs directly incurred as a result of viewing information
- Priced publications/videos

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 to re-use. These charges will be in accordance with the terms of the Re-use of the 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.

## **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.

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

Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

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

**Annex A - Publication Scheme Request (*Freedom of Information Request*)**

St Mark's CE Primary School Publication Scheme on information available under the Freedom of Information Act 2000

Requests in writing will be dealt with within **20 days (excluding school holidays)**

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

Information required. (Please be as specific as possible with your request)

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Name \_\_\_\_\_

Child's name(s) \_\_\_\_\_ Class(es) \_\_\_\_\_

How do you want the information? (NB: If you omit this, the information will be sent home with your child)

Via my child named above

I will collect from the school office

Please post to my home address

Website [www.stmarksschool.co.uk](http://www.stmarksschool.co.uk)

Email: [info@st-marks-southampton.org.uk](mailto:info@st-marks-southampton.org.uk) Tel 02380 772968

Contact Address: St Mark's Church of England Primary School, Stafford Road, Shirley, Southampton SO15 5TE

***Expressions of dissatisfaction should be handled through the school's existing complaints procedure.***

## Freedom of Information – Annex B

Guide to information available from St. Mark's Church of England Primary School under the model publication scheme

Information accessed online is free, however hard copy requests will be charged as per the Schedule of Charges, which can be found in Section 6 of this policy or at the bottom of this guide to information.

<b>Information to be published.</b> <b>This includes datasets where applicable.</b>	<b>How the information can be obtained (hard copy and/or website; some information may only be available by inspection)</b>
<b>Class 1 - Who we are and what we do</b> <b>(Organisational information, constitutional and legal governance, structures, locations and contacts)</b>	
Who's who in the school	Online/Hard Copy
Who's who on the governing body / board of governors and the basis of their appointment	Online/Hard Copy
Instrument of Government	Hard Copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Online/Hard Copy
School prospectus – introductory video only	Online/Hard Copy
School prospectus – (sections of our prospectus are available online on pages) Admissions, ethos and values, , details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils. Special Educational Needs, arrangements for perspective parents.	Online/Hard Copy
Staffing structure	Online/Hard Copy
School session times and term dates	Online/Hard Copy
Address of school and contact details, including email address and website	Online/Hard Copy
Curriculum Overview	Online/Hard Copy



<b>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, tendering, contracts and financial audit)</b>	
Annual budget plan and financial statements	Hard Copy
Capital funding	Hard Copy
Financial audit reports	Hard Copy
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy
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
Pay policy	Hard Copy
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
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
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy

<b>Class 3 – What our priorities are and how we are doing (Strategies, plans, performance indicators/information, assessments, audits, inspections and reviews)</b>	
School profile (if any)  And in all cases: <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>	Online/Hard copy
Christian Distinctiveness Inspection	Hard Copy
Performance management policy and procedures adopted by the governing body.	Hard copy
Staff conduct	Hard Copy
Performance data or a direct link to it	Online/Hard copy
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Online/Hard copy
Safeguarding and child protection	Online/Hard copy
<b>Class 4 – How we make decisions (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations and records of decisions)</b>	
Admissions policy/decisions (not individual admission decisions) – where applicable	Online/Hard copy
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

<b>Class 5 – Our policies and procedures</b> <b>(Current written protocols, policies and procedures for delivering our functions, services and responsibilities)</b>	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>	Online/Hard copy
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”).	Online/Hard copy
Equality and diversity	Online/Hard copy
Vacancies and recruitment	Online/Hard copy
Relationships and Sex Education	Hard Copy
Special Educational Needs and Disabilities	Online/Hard copy
<b>Class 6 – Lists and Registers</b> <b>(Currently maintained lists and registers associated with this scheme)</b>	
Curriculum circulars and statutory instruments	Hard Copy
Disclosure logs	Hard Copy
Asset register	Hard Copy
Any information the school is currently legally required to hold in publicly available registers	Hard Copy

<b>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>	
Extra-curricular activities	Online/Hard copy
Out of school clubs (Where appropriate)	Online/Hard copy
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy
School publications, leaflets, books and newsletters	Online/Hard copy
<b>Additional Information</b>	
There are currently no additional information items.	N/A

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ £0.05p per sheet (black & white)	Actual cost *
	Photocopying/printing @ £0.10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class/Courier charge as necessary.
<b>Statutory Fee</b>	Charge/Fee prescribed by legislation for permitted costs.	In accordance with the relevant legislation.
<b>Other</b>	As required in relation to a request.	Advised at time of request.

\* the actual cost incurred by the public authority