



## Freedom of Information Policy

Date of policy:	January 2012
Date last review adopted by governing body:	25/01/2017
Frequency of review:	Every 3 years

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

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to 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 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

Our basic aim is to develop a caring environment where children can develop socially, intellectually and spiritually.

We also aim to provide:-

- An environment where individual strengths are highly valued and everyone works towards achieving their full potential
  - An environment where children are encouraged to become more independent
  - An environment which emphasises the importance of learning throughout life
- and this publication scheme is a means of showing how we are pursuing these aims.

### 3. Our school values

Following input from all stakeholders, the school has decided on these five core values which underpin everything we do as a school.

- Honesty
- Independence
- Politeness
- Inclusivity

- Perseverance

#### **4. Categories of information published**

The publication scheme attached 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 six broad topic areas:

- 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

#### **5. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school giving clear details of the information requested. Contact details are set out below:

**Tel:** 01245 420963

**Fax:** 01245 422815

**Email:** admin@writtle-inf.essex.sch.uk

**Address:** Writtle Infant School, Lodge Road, Writtle, Chelmsford, Essex, CM1 3HZ

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, you can still contact the school to ask if we have it.

##### **1. Paying for information**

See charges itemised against the information available.

##### **2. Classes of information currently published**

Please find information attached.

##### **3. Role of Governors**

Governors determine, support, monitor and review the school policies.

##### **4. Equality statement**

*"The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping."*

## 5. 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 the Headteacher of the appropriate school.

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:

**Enquiry/Information Line:** 0303 123 1113

**Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Website:** [www.ico.org.uk](http://www.ico.org.uk)

**Address:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

# Freedom of Information

## Guide to information available from Writtle infant School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)	Unless stated costs will be 5p per black& white page copied and 10p per colour page copied plus 2 <sup>nd</sup> class P&P
Who's who in the school	Handbook for Parents/ school website/ photo board in entrance hall	
Who's who on the governing body and the basis of their appointment	School entrance hall/ website	
Instrument of Government	School notice board/ website	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School brochure/ Handbook for Parents/ website	
School prospectus	Request from school office/ website	
Annual Report	N/A	
Staffing structure	Request from school office/website	
School session times and term dates	School brochure/ website	
<b>Class 2 – What we spend and how we spend it</b> (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 and/or website)	As stated above
Annual budget plan and financial statements	Request from school office	
Capitalised funding	“	
Additional funding	“	
Procurement and projects	“	
Pay policy	“	
Staffing and grading structure	“	
Governors' allowances	Notice board in entrance hall/ request from office	

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	As stated above
<ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	School brochure + list below Request from school office/ website/ Ofsted website	
Performance management policy and procedures adopted by the governing body.	Request from school office	
Schools future plans	Will be published in school newsletters/ website as applicable	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	As stated above
Admissions policy/decisions (not individual admission decisions)	School brochure on request from school office/ website/ Local Authority Primary Admissions booklet/ LA website <a href="http://www.essex.gov.uk">www.essex.gov.uk</a>	
Agendas of meetings of the governing body and (if held) its sub-committees	Inspection copies are available on the notice board in the school's front entrance/ on request from school office	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	“	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	As above
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy *</li> <li>• Health and Safety*</li> <li>• Complaints procedure*</li> <li>• Staff conduct policy **</li> </ul>	* On request from school office/ website	

<ul style="list-style-type: none"> <li>• Discipline and grievance policies **</li> <li>• Freedom of information policy</li> <li>• Equality and diversity (including equal opportunities) policies**</li> <li>• Staff recruitment policies – from Essex **</li> </ul>		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Curriculum subjects</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Collective worship</li> <li>• Behaviour</li> <li>• Anti-Bullying</li> </ul>	Available on request from school office/ school brochure/ handbook for parents/ website	
Data protection Policy (including information sharing policies)	On request from school office As above/ website	
<p>Charging Policy</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>	As above	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	Not open to outside bodies due to data protection	
Curriculum circulars and statutory instruments	On request from the school office/ DfE and Ofsted websites	
Disclosure logs	School office	
Asset register	School office	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>		
<p><b>Class 7 – The services we offer</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>	(hard copy or website; some information may only be available by inspection)	As above
Extra-curricular activities	Newsletters home/ school office/ <b>website</b>	
Out of school clubs	As above	

School publications	Newsletters home/ school office/website	
Services for which the school is entitled to recover a fee, together with those fees	School charging policy - website or on request	
Leaflets books and newsletters	School entrance hall/ Parent Mail/ website	

### Contact details:

**Writtle Infant School Office:** 01245 420963

**Email:** [admin@writtle-inf.essex.sch.uk](mailto:admin@writtle-inf.essex.sch.uk)

**Website:** [www.writtle-inf.essex.sch.uk](http://www.writtle-inf.essex.sch.uk)

### 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
<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 Freedom of Information Act 2000)
<b>Other</b>		

\* the actual cost incurred by the public authority