

Freedom of Information Publication Scheme for Schools

The Freedom of Information Act 2000 gives rights of public access to information held by public authorities including schools. This guidance is to enable schools to complete their statutory duty to provide information how members of the public can access this information.

The more information that is stored on the schools website the better. For documents and information that is not on the schools website an indication of how the information can be obtained should be given. Once completed this document should be placed on the schools website and updated yearly.

This guide is based on work completed by the ICO¹ and they state that²:

‘The guidance is intended to assist schools by giving examples of the kinds of information that we would expect them to provide in order to meet their commitments under the FOIA model publication scheme. Schools should note that they are not expected to routinely publish all information; for example, where they do not hold it or where it is publicly available elsewhere or is exempt.’

‘We would expect schools to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, the school should provide details of where to obtain it.’

¹ What information do we need to publish - http://ico.org.uk/for_organisations/freedom_of_information/guide/publication_scheme

² http://ico.org.uk/for_organisations/freedom_of_information/~media/documents/library/Freedom_of_Information/Detailed_specialist_guides/definition-document-schools-in-england.pdf

Freedom of Information

Guide to information available from Wookey Primary School under the model publication scheme

Who we are and what we do

| Information to be published. | How the information can be obtained | Cost |
|--|--|-------------|
| Who's who on the governing board of governors and the basis of their appointment | Website | N/A |
| Who's who in the school | Website | N/A |
| Instrument of Government/Articles of Association | Hard Copy | £5 |
| Contact details for the key personnel including Head teacher and for the governing body, via the school. | Website | N/A |
| General School information | Website | N/A |
| School session times | Website (aboutus/thewookeyway) | N/A |
| School term dates | Website (parents/termdates) | N/A |

Freedom of Information

Guide to information available from Wookey Primary School under the model publication scheme

What we spend and how we spend it

| Information to be published. | How the information can be obtained | Cost |
|--|--|-------------|
| Annual budget plan and financial statements | Hard copy | £5 |
| Capitalised funding | Hard copy | £5 |
| Additional funding | Hard copy | £5 |
| Procurement and projects. | Hard copy | £5 |
| Pay policy | Hard copy | £5 |
| Staffing and grading structure. | Hard copy | £5 |
| Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors. | Hard copy | £5 |

Freedom of Information

Guide to information available from Wookey Primary School under the model publication scheme

What our priorities are and how we are doing

| Information to be published. | How the information can be obtained | Cost |
|---|--|-------------|
| School profile: <ul style="list-style-type: none">• Government-supplied performance data• The latest Ofsted<ul style="list-style-type: none">- Summary- Full report | Website | N/A |
| Performance management policy and procedures adopted by the governing body. | Hard copy | £5 |
| The school's future plans | Hard copy | £5 |
| Safeguarding and child protection | Website | £5 |

Freedom of Information

Guide to information available from Wookey Primary School under the model publication scheme

How we make decisions

| Information to be published. | How the information can be obtained | Cost |
|--|--|-------------|
| Admissions policy/decisions (not individual admission decisions) | Website | N./A |
| Agendas of meetings of the governing body.* | Hard copy | £5 |
| Minutes of meetings of the governing body.* | Hard copy | £5 |

*(NB this will exclude information that is properly regarded as private to the meetings).

Freedom of Information

Guide to information available from Wookey Primary School under the model publication scheme

| | | |
|--|--|--|
| <ul style="list-style-type: none">• Data protection (including security, retention, destruction and archiving of policies) | | |
|--|--|--|

Freedom of Information

Guide to information available from Wookey Primary School under the model publication scheme

Lists and Registers

| Information to be published. | How the information can be obtained | Cost |
|--|--|-------------|
| Curriculum circulars and statutory instruments | Hard copy | £5 |
| Disclosure logs | Hard copy | £5 |
| Asset register | Hard copy | £5 |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy | £5 |

Freedom of Information

Guide to information available from Wookey Primary School under the model publication scheme

The services we offer

| Information to be published. | How the information can be obtained | Cost |
|--|--|-------------|
| Extra-curricular activities | Website or hard copy | £5 |
| Out of school clubs | Website or hard copy | £5 |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy | £5 |
| School publications, leaflets, books and newsletters | Website or hard copy | £5 |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | Information also communicated through social media | N/A |

Freedom of Information

Guide to information available from Wookey Primary School under the model publication scheme

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying/printing @ 1p per sheet (black & white) | Actual cost |
| | Photocopying/printing @ 4p per sheet (colour) | Actual cost |
| | Postage £1.01 - £5.75 | Actual cost of Royal Mail standard 2 nd class |
| Other | Staff costs | Pro rata according to request |