

# Guide to Information

provided by Thackley Primary School under the model publication scheme

## What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved 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

There are 7 classes of information we hold (see section 6 for details):

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

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.

## **How 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.

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 (see Section 6).

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.

## **Charging**

Charges 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 disbursement 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 circumstances (including the general principles of the right of access to information held) 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 FOI Section 11B, 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 the 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.

## **How to get a copy & potential costs**

Where information is available on our website, but you have requested a hard copy a charge can be made to cover costs, please see below.

### **Photocopying**

Photocopying/printing @ 10p per sheet (black & white)

Photocopying/printing @ 15p per sheet (colour)

### **Postage**

Postage applied at cost of Royal Mail Standard 2nd Class Post

# Information available from **Thackley Primary School** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>		
Information about us; our structures, locations and contacts  Current information only	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Head teacher's contact details	Available on school website Contact School Office directly Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Who's who in the school	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Who's who on the governing body and selection criteria for appointment  Governing body's contact details	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Instrument of Government / Articles of Association	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
School prospectus	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
School session times and term dates	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
<b>Class 2 – What we spend and how we spend it</b>		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial year as a minimum	Contact school directly Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)

Annual budget and financial statements	Contact school directly Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Capital funding	Contact school directly Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Financial Audits reports	Contact school directly Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Contact school directly	
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Contact school directly Hard copies available on request	10p per sheet (black & white) 15p per sheet (colour)
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Contact school directly	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Contact school directly Hard copies available on request	10p per sheet (black & white) 15p per sheet (colour)
Procurement and contracts we have entered into	Contact school directly	
Details of any premiums we receive such as Pupil premium.	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Current information as a minimum		
Annual Report	Contact school directly Hard copies available on request	10p per sheet (black & white) 15p per sheet (colour)
Latest reports from Ofsted - Summary - Full report - Post-inspection action plan	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Exam and assessment results	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Performance tables	Available on school website	Free

	Hard copies available on request	10p per sheet (black & white) 15p per sheet (colour)
Careers programme information	NA	NA
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
School profile and performance data supplied to the English (or a direct link to the data)	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Contact school directly Hard copies available on request	10p per sheet (black & white) 15p per sheet (colour)
<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions  Current and previous three years as a minimum	Contact school directly	
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Contact school directly Hard copies available on request	10p per sheet (black & white) 15p per sheet (colour)
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only	Contact school directly Hard copies available on request	10p per sheet (black & white) 15p per sheet (colour)
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Safeguarding and child protection, including protecting children's personal data	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)

Equality and Diversity	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Policies and procedures relating to recruitment and human resources	Contact school directly Hard copies available on request	10p per sheet (black & white) 15p per sheet (colour)
Special educational needs	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Pay Policy	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Charging regimes and policies	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register)	Contact school directly (some information may only be available by inspection)	10p per sheet (black & white) 15p per sheet (colour)
Curriculum circulars and statutory instruments	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
CCTV  Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	NA	NA
Disclosure logs, ie information provided in response to FOIA/EIR requests	Contact school directly (some information may only be available by inspection)	10p per sheet (black & white) 15p per sheet (colour)
Asset register and Information Asset register	Contact school directly (some information may only be available by inspection)	10p per sheet (black & white) 15p per sheet (colour)

Any information we are currently legally required to hold in publicly available registers	Contact school directly (some information may only be available by inspection)	10p per sheet (black & white) 15p per sheet (colour)
<b>Class 7 – The services we offer</b>		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses  Current information only	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Extra-curricular activities	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Out of school/academy clubs	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Services for which we are entitled to recover a fee, together with those fees	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Requests for paper copies of information	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
Our publications, leaflets, books and newsletters	Available on school website Hard copies available on request	Free 10p per sheet (black & white) 15p per sheet (colour)
<b>Additional Information</b>		
Any information that is not itemised in the lists above	Contact school directly	10p per sheet (black & white) 15p per sheet (colour)

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	10p *
	Photocopying @ 15p 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 (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred