



## Freedom of Information Policy and Publication Scheme

### Introduction

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.

As a result, Hook Infant School 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.

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 is available electronically on our website for you to download and print.

Some information which we hold may not be made public, for example, personal data. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO).

### The Aims of the Policy

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

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

### Publication Scheme - 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'. Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme at the end of this document.

The classes of information that we undertake to make available are organised into the following area:

- **School Management** – information published in the school development plan, on the school's website and contained in other documents.
- **Governors' Documents** – information published in governing body documents.
- **Pupils & Curriculum** – information about policies that relate to pupils and the school curriculum.
- **School Policies and other information related to the school** - information about policies that relate to the school in general.

## **How to Request Information**

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email, fax or letter giving clear details of the information requested. Written notice of any fee will be provided to the enquirer before any information is supplied.

Contact details are set out below:

**Address:** Hook Infant School, Church View, Hook, Hampshire. RG27 9NR

**Telephone:** 01256 764487

**E-mail:** [office@hook-inf.hants.sch.uk](mailto:office@hook-inf.hants.sch.uk)

**Web:** [www.hookinfants.co.uk](http://www.hookinfants.co.uk)

To help us process your request quickly, please clearly mark any correspondence "FOI Publication Scheme Request". If the information you are looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor's name and contact details; either postal address or email address for the response to be sent. In the event of the school receiving a FOI request, we will follow the guidance supplied by the Information Commissioner's Office.

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

## **Withholding Information**

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

## **Paying for Information**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using either a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise.

If the Publication Scheme request or FOI request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Payment may be requested prior to provision of the information.

### **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 regarding information you have received or been refused then initially this should be addressed to the school office or the school's Data Protection Officer:

Data Protection Officer      Peter West  
Hook Infant School  
Church View, Hook  
Hampshire. RG27 9NR

Telephone:                      01256 764489  
Email:                              dpo@hook-inf.hants.sch.uk

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.

The ICO can be contacted at:

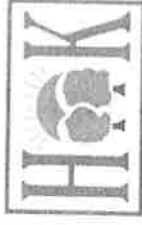
Customer Service Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Enquiry/Information Line: 0303 1231113 (local rate) or 01625 545745 (national rate)

E Mail form: <https://ico.org.uk/global/contact-us/email>

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

See end of document for Governing Body sign off.



| Information to be published.  | How the information can be obtained<br>(Paper copy or website; some information may only be available by inspection) | Cost  |
|---|--|---|
| <p><b>Class 1 - Who we are and what we do</b><br/>Organisational information, structures, locations and contacts. Current information only</p> <p style="text-align: right;"><a href="http://www.hookinfants.co.uk">www.hookinfants.co.uk</a></p> |  |   |
| Who's who in the school   | <p>a. <u>School Website</u></p> <p>b. <b>Paper copy</b></p>  | <p>a. No charge</p> <p>b. No charge for a single copy</p> |
| Who's who on the governing body and the basis of their appointment  | <p>a. <u>School Website</u></p> <p>b. <b>Paper copy</b></p>  | <p>a. No charge</p> <p>b. No charge for a single copy</p> |
| Instrument of Government  | <p>a. <b>Paper copy</b></p>  | <p>a. No charge for a single copy</p>                     |
| Contact details for the Head teacher, Mrs Walker and for the governing body, via the school.  | <p>a. <u>School Website</u></p> <p>b. <b>Paper copy</b></p>  | <p>a. No charge</p> <p>b. No charge for a single copy</p> |
| Staffing structure  | <p>a. <u>School Website</u></p> <p>b. <b>Paper copy</b></p>  | <p>a. No charge</p> <p>b. No charge for a single copy</p> |
| School session times and term dates   | <p>a. <u>School Website</u></p> <p>b. <b>Paper copy</b></p>  | <p>a. No charge</p> <p>b. No charge for a single copy</p> |
| Address of school and contact details, including email address.   | <p>a. <u>School Website</u></p> <p>b. <b>Paper copy</b></p>  | <p>a. No charge</p> <p>b. No charge for a single copy</p> |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.</p>        |  |   |
| Annual budget plan and financial statements   | <p>a. <b>Paper copy</b></p>  | <p>a. No charge for a single copy</p>                     |
| Capital funding   |  |   |

|  |   |  |
|--|---|--|
| <p>Additional funding:</p> <ul style="list-style-type: none"> <li>Hook School's Parents Association</li> <li>Hook Infant School's Grounds Committee</li> <li>Hook Infant Charitable Trust (Charity No. 1148205)</li> <li>Under the terms of the Education Reform Act 1998 we cannot make a charge for school time activities, but we may invite parents to make a voluntary contribution.</li> </ul> |   | <p>a. Paper copy</p> <p>a. No charge for a single copy</p> |
| Procurement and Projects   |   |  |
| Pay policy   |   |  |
| Staffing, pay and grading structure.   |   |  |
| Governors' allowances  |   |  |
| <p><b>Class 3 – What our priorities are and how we are doing</b></p>   |   |  |
| <p>Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.</p>  |   |  |
| The latest Ofsted report   | <p>a. <u>School Website</u></p> <p>b. Paper copy</p>          | <p>a. No charge</p> <p>b. No charge for a single copy</p>  |
| Performance management policy and procedures adopted by the governing body.  | <p>a. Paper copy</p>  | <p>a. No charge for a single copy</p>                      |
| School Development Plan  | <p>a. <u>School Website</u></p> <p>b. Paper copy</p>          | <p>a. No charge</p> <p>b. No charge for a single copy</p>  |
| Safeguarding and child protection  | <p>a. "Compare school performance" website: <u>Gov.UK</u></p> | <p>a. No charge</p>  |
| <p>Government supplied performance data (As a Key Stage 1 school, pupil data is not provided, however, attendance, population, staffing and finance is.)</p>   |   |  |
| <p><b>Class 4 – How we make decisions</b></p>  |   |  |
| <p>Decision making processes and records of decisions. Current and previous three years as a minimum.</p>  |   |  |
| Admissions policy  | <p>a. <u>School Website</u></p> <p>b. Paper copy</p>          | <p>a. No charge</p> <p>b. No charge for a single copy</p>  |
| Agendas and minutes of the governing body and its committees. (information that is regarded as confidential will be excluded)  | <p>a. Paper copy</p>  | <p>a. No charge for a single copy</p>                      |

|   |   |  |  |
|---|---|--|--|
| 11. SEND Policy<br>12. Sex Education Policy<br>13. Supporting Pupils with Medical Needs   |   |  |  |
| Records management and personal data policies, including:<br>1. Information security policies<br>2. Records retention, destruction and archive policies<br>3. Data protection (See “School Management Policies” above for related documents)                                  | a. Paper copy<br><br>Hook Infant School uses the “School Records Retention Schedule” drawn up by Hampshire County Council’s Records Management Service. | a. No charge for a single copy                 |  |
| Charging regimes and policies.  | See <b>Schedule of Charges</b> at the end of this document.   |  |  |
| <b>Class 6 – Lists and Registers</b>  |   |  |  |
| Currently maintained lists and registers only   |   |  |  |
| Curriculum circulars and statutory instruments  |   |  |  |
| Disclosure logs   | a. Paper Copy   | a. No charge for a single copy                 |  |
| Asset register  |   |  |  |
| Any information the school is currently legally required to hold in publicly available registers (Not including Attendance Register)  | On arrangement, depending on information.   | On arrangement                                 |  |
| <b>Class 7 – The services we offer</b>  |   |  |  |
| Information about the services we offer, including leaflets, guidance and newsletters. Current information only   |   |  |  |
| Out of school club information (School run and privately run)<br>School run clubs charge a minimum fee to cover running costs. Privately run clubs bear individual charges, although there are usually free places at the clubs for children receiving Pupil Premium Funding. | a. <a href="#">School Website</a><br>b. Paper Copy  | a. No charge<br>b. No charge for a single copy |  |
| School newsletters and news items   | a. <a href="#">School Website</a><br>b. Paper Copy  | a. No charge<br>b. No charge for a single copy |  |
| Curriculum publications<br>(the website link takes you to the main curriculum area of the website, but also browse the subsections for further documents)   | a. <a href="#">School Website</a><br>b. Paper copy  | a. No charge<br>b. No charge for a single copy |  |

**SCHEDULE OF CHARGES**

| TYPE OF CHARGE    | DESCRIPTION<br>(Including costs for additional copies)               | BASIS OF CHARGE  |
|-------------------|--|--|
| Disbursement cost | Photocopying/printing @ 10p per sheet (black & white)<br><br>Postage | Actual cost incurred by Hook Infant School, including staff time<br><br>Actual cost of Royal Mail standard 2 <sup>nd</sup> class |

Approved by the Governing Body, Hook Infant School

Reviewed and revised: March 2019

Signed .....  
Chairman of Governing Body

Date .....  
March 2019

Date for Review: November 2022