



## Holy Trinity C.E. (A) Primary School

### **FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME**

This model publication scheme has been prepared and approved by the Information Commissioner. The School has adopted it without modification.

This publication scheme commits the School to make information available to the public as part of its normal business activities.

The scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School 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 School that has been requested, and any updated versions it holds, unless the School 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 a specified licence. The term „dataset“ is defined in section 11(5) of the Freedom of Information Act. The terms „relevant copyright work“ and „specified licence“ are defined in section 19(8) of that Act.

## **Classes of Information**

- **Who we are and what we do**  
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions**  
Policy proposals and decisions. Decision making processes, internal criteria and
- **Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities.
- **Lists and registers**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

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

The School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the School's capability 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.

Obligations under equality 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.

## **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 School 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 disbursements 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 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 for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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 School 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.

## Freedom of Information

### Guide to information available from Holy Trinity CE(A) Primary School under the model publication scheme

| <b>Information to be published.</b><br><br><b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>  | <b>How the information can be obtained</b> | <b>Cost</b>                             |
|---|--|---|
| <b>Class 1 - Who we are and what we do</b><br><br>Organisational information, structures, locations and contacts<br><br>Current information only  | Website and/or hard copy                   | Free if on website; other charges below |
| Who’s who in the school   |  |   |
| Who’s who on the governing body and the basis of their appointment  |  |   |
| Instrument of Government  |  |   |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).  |  |   |
| School prospectus   |  |   |
| Staffing structure  |  |   |
| School session times and term dates   |  |   |
| Address of school and contact details, including email address  |  |   |
| <b>Class 2 – What we spend and how we spend it</b><br><br>Current and previous financial year Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit | Website and/or hard copy                   | Free if on website; other charges below |
| Annual budget plan and financial statements   |  |   |
| Capital funding   |  |   |
| Additional funding  |  |   |
| Financial audit reports   |  |   |
| Details of expenditure items over £2000   |  |   |

|   |                          |   |
|---|--------------------------|---|
| Procurement and contracts the school has entered into, or information relating to an organisation which has done so on its behalf (for example, a local authority or diocese)   |                          |   |
| Pay Policy  |                          |   |
| Staff allowances and expenses that can be incurred or claimed   |                          |   |
| Staffing grading structure  |                          |   |
| Governors' allowances   |                          |   |
| <b>Class 3 – What our priorities are and how we are doing</b><br><br>Strategies and plans, performance indicators, audits, inspections and reviews<br><br>Current information only  | Website and/or hard copy | Free if on website; other charges below |
| The latest OFSTED report  |                          |   |
| Performance management policy and procedures adopted by the governing body.   |                          |   |
| Performance data or a direct link to it   |                          |   |
| The school's future plans   |                          |   |
| Safeguarding and child protection policies  |                          |   |
| <b>Class 4 – How we make decisions</b><br><br>Decision making processes and records of decisions<br><br>Current and previous three years as a minimum   | Website and/or hard copy | Free if on website; other charges below |
| Admissions policy/decisions (not individual admission decisions)  |                          |   |
| Agendas and minutes of meetings of the full governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).   |                          |   |
| Timetable of governors' meetings  |                          |   |
| <b>Class 5 – Our policies and procedures</b><br><br>Current written protocols, policies and procedures for delivering our services and responsibilities<br><br>Current information only.<br><br><ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> </ul> | Website and/or hard copy | Free if on website; other charges below |

|  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Equality Policy and Objectives</li> </ul>  |  |   |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>                                    |  |   |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum Sex education</li> <li>• Inclusion and Special educational needs</li> <li>• Accessibility</li> <li>• Equality C</li> <li>• Collective worship</li> <li>• Pupil behavior</li> </ul> |  |   |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>  | Website and/or hard copy; some information may only be available by inspection | Free if on website; other charges below |
| Curriculum circulars and statutory instruments   |  |   |
| Disclosure logs  |  |   |
| Asset register   |  |   |
| Register of governors’ financial and other interests   |  |   |
| Any information the school is currently legally required to hold in publicly available registers   |  |   |
| <p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters)</p> <p>Current information only</p>   | Website and/or hard copy; some information may only be available by inspection | Free if on website; other charges below |
| Extra-curricular activities  |  |   |
| Out of school clubs  |  |   |
| Services for which the school is entitled to recover a fee, together with those fees   |  |   |
| School publications, leaflets, books and newsletters   |  |   |

## 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/printing @ 10p per sheet (black & white)      | Actual cost *  |
|                          | Photocopying/printing @ 20p per sheet (colour)             | Actual cost *  |
|                          | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
|                          | Costs directly incurred as a result of viewing information | (£25 per hour of staff time)                             |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation if required  |
| <b>Other</b>             |  |  |

\* the actual cost incurred by the public authority

Established under latest WSCC and GDPR guidance; approved by FGB: March 2018