




“I have come in order that you might have life – life in all its fullness.”  
John 10:10

## Freedom of Information Publication Scheme 2016–17

<b>Policy accepted by FGB on:</b>	<i>22/2/2017</i>
<b>Next review:</b>	<i>Autumn 2017</i>
<b>Signed (Chair of Governors):</b>	
<b>Statutory policy:</b> <i>Yes/No</i> <b>On school website:</b> <i>Yes/No</i>	

# **FREEDOM OF INFORMATION PUBLICATION SCHEME**

(This is based on Somerset's County Council's *e-Learning and Information Management (eLIM)* model policy dated September 2016. This policy should be read in conjunction with Christ Church's Freedom of Information Policy.)

## **1. Introduction**

The Freedom of Information (FOI) 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 and details how members of the public can access this information.

This publication scheme sets 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 which we currently publish (or have recently published) or which we will publish in the future. This includes:

- School Prospectus
- Parents' Handbook
- Governors' documents
- Curriculum documents
- School policies
- School performance data
- School inspection reports

At Christ Church we understand that the more information that is freely available on the school's website the better.

For documents and information not available on the school's website, this FOI Publication Scheme shows how that information can be obtained.

If the information being looked for isn't mentioned in the FOI Publication Scheme, the School Business Manager should be contacted. For more information, refer to the school Freedom of Information Policy.

## **2. How to request information**

Anyone requiring a paper version of any of the documents within the scheme should contact the school by telephone, email or letter. Contact details are set out below.

Christ Church C of E First School  
Feltham Lane  
Frome  
Somerset  
BA11 5AJ

Telephone: Frome (01373) 463781  
Email: [sch.152@educ.somerset.gov.uk](mailto:sch.152@educ.somerset.gov.uk)  
Website: [www.christchurchschoolfrome.org.uk](http://www.christchurchschoolfrome.org.uk)

To help Christ Church staff process a request quickly, any correspondence should be clearly marked "**FOI PUBLICATION SCHEME REQUEST**" (in CAPITALS).

### 3. **Charging**

Information published on the school website is free to access, although users may incur costs from their Internet service provider.

Single copies of information covered by the FOI Publication Scheme are provided free unless stated otherwise.

Christ Church will respond to most requests free of charge, and only charge where significant costs are incurred. The school may choose to charge a fee for complying with requests for information under FOI. The fees will be calculated according to FOI regulations (see Appendix D of the school's FOI Policy), and the person notified of the charge before information is supplied.

The school reserves the right to refuse to supply information where the cost of doing so exceeds the statutory maximum.

### 4. **Assistance**

Anyone requiring assistance in requesting specific information should contact the School Business Manager.

### 5. **Feedback**

Anyone wanting to make any comments or suggestions about this publication scheme should contact the Chair of Governors.

### 6. **Complaints**

Anyone wanting to make a complaint should follow the school's normal Complaints Procedures. Please note: the school will maintain records of all complaints received and the outcome of any investigation.

If on investigation the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

FOI Complaints Resolution

#### **Information Commissioner's Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

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

Website: <https://ico.org.uk>

### 7. **Policy review**

This FOI Publication Scheme and associated FOI Policy will be reviewed annually.

# Freedom of Information Publication Scheme 2016–17

1. Who are we and what do we do?	How the information can be obtained?					Cost
	school website	School Prospectus	Parents' Handbook	school office	other	
Address of school and contact details, including email address	✓	✓	✓	✓		Free
Contact details for the key personnel including Headteacher and the Chair of Governors, via the school (named contacts where possible)	✓		✓	✓		Free
Who's who on the board of governors and the basis of their appointment?	✓		✓	✓		Free
Who's who on the staff and what is the staffing structure?	✓		✓	✓		Free
Trust Deed/Instrument of Government/Articles of Association				✓		Free
The school's vision and mission	✓	✓	✓	✓		Free
The school's maxim and motto	✓	✓	✓	✓		Free
The school's ethos and values	✓	✓	✓	✓		Free
School Prospectus	✓	✓		✓		Free
Headteacher's Annual Report to Governors				✓		Free
School session times and term dates	✓		✓	✓		Free

# Freedom of Information Publication Scheme 2016–17

2. How much do we spend and how do we spend it?	How the information can be obtained?					Cost
	school website	School Prospectus	Parents' Handbook	school office	other	
Annual budget plan and financial statements				✓		Free
Capital funding						
Financial audit reports						
Pupil Premium Grant – spending allocation and expected impact	✓			✓		Free
Sports Premium Grant – spending allocation and expected impact						
Staff Pay Policy						
Details of expenditure items over £2,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.				✓		Free
Procurement and contracts the school has entered into, or information relating to a link to information held by an organisation which has done so on its behalf (e.g. a local authority or diocese).				✓		Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.				✓		Free
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.				✓		Free
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	✓			✓		Free

# Freedom of Information Publication Scheme 2016–17

3. What our priorities are and what progress are we making?	How the information can be obtained?					Cost
	school website	School Prospectus	Parents' Handbook	school office	other	
a) Performance data supplied by the Department for Education	✓			✓	✓ *	Free
b) The school's last Ofsted report						
c) The school's last SIAMS report						
Self-Evaluation Form (SEF) – includes post inspection action points	✓			✓		Free
School Development Plan (SDP)	✓			✓		Free
The school's partnership with other schools (e.g. as part of the Frome Learning Partnership).	✓			✓		Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status.	✓			✓		Free

\* This information is located, respectively, on: (a) DfE website, (b) Ofsted website and (c) National Society (CofE) website.

4. How do we make decisions?	How the information can be obtained?					Cost
	school website	School Prospectus	Parents' Handbook	school office	other	
Admissions Policy and admissions arrangements, including oversubscription criteria.	✓			✓		Free
Agendas and minutes of meetings of the Governing Body and its committees. (NB this will exclude information that is properly regarded as private to the meetings.)				✓		Free
Dates of forthcoming meetings of the Governing Body and its committees.	✓			✓	✓ *	Free

\* School Newsletter.

# Freedom of Information Publication Scheme 2016–17

5. What lists, registers* and logs do we maintain?	How the information can be obtained?					Cost
	school website	School Prospectus	Parents' Handbook	school office	other	
Asset register				✓		Free
Class concerns (Child Protection/Safeguarding disclosure) logs				✓		Free
Pupil behaviour and physical restraint logs				✓		Free
Fire safety and Health and Safety logs				✓		Free
Any information the school is currently legally required to hold in publicly available registers (e.g. FIO requests received)				✓		Free

\* This does not include the attendance register.

6. What services do we provide?	How the information can be obtained?					Cost
	school website	School Prospectus	Parents' Handbook	school office	other	
Extracurricular activities	✓		✓	✓		Free
Out-of-school clubs	✓		✓	✓		Free
Services for which the school is entitled to recover a fee, together with those fees (e.g. transport for swimming, private music tuition)	✓		✓	✓		Free
School Newsletters	✓		✓	✓	✓ *	Free

\* School Newsletter.

# Freedom of Information Publication Scheme 2016–17

7. What are our policies and procedures?	How the information can be obtained?					Cost
	school website	School Prospectus	Parents' Handbook	school office	other	
<p><u>All</u> school policies (statutory and non-statutory alike) are available on the Policies section of the school website. This includes:</p> <ul style="list-style-type: none"> <li>• Accessibility Policy and Plan</li> <li>• Admissions Statement</li> <li>• Charging and Remissions Policy</li> <li>• Child Protection and Safeguarding Policy</li> <li>• Complaints Procedures</li> <li>• Data Protection and Information Security Policy</li> <li>• Equality Duty</li> <li>• Health and Safety Policy</li> <li>• Safer School Recruitment Policy</li> <li>• School Behaviour (Pupil Discipline) Policy</li> <li>• Staff Pay Policy</li> <li>• Teacher Appraisal (Performance Management) Policy</li> <li>• Whistleblowing (Raising Concerns/Confidential Reporting) Policy</li> </ul>	✓			✓		Free

**Note:** A full list of policies can be found in the school’s Policy Review Schedule. This is available on the Policies section of the school website.



## **APPENDIX A: CHARGING**

(This is taken from Christ Church's Freedom of Information Policy, Appendix D.)

### **May we charge a fee?**

FOI does not require charges to be made but schools have discretion to charge applicants a fee in accordance with the Fees Regulations.

### **What steps should we take in considering whether to charge?**

*Step 1: Is the information exempt for the purposes of the FOI Act?* If information is exempt, then fees do not apply. You may not know if information is exempt until it has been located and checked. However, there are many instances, for example information in your Publication Scheme, when it is automatically exempt. If you wish to charge for information in your Publication Scheme, this should be made clear in the scheme itself. The school would need to contact the enquirer to inform them that the information is exempt, and how to obtain it.

*Step 2: Do you wish to calculate whether the cost of the request would exceed the appropriate limit (currently £450)?* In many cases, it will be obvious that the request would cost less than the appropriate limit, so there would be little point in making the calculation.

*Step 3: Calculate the appropriate limit.* Staff costs are calculated at £25 per hour. When calculating whether the limit is exceeded, schools can take account of the costs of determining whether the information is held, locating and retrieving the information, and extracting the information from other documents. They cannot take account of the costs involved with considering whether information is exempt under the Act.

*Step 4: Requests costing less than the limit.* If a request would cost less than the limit, schools can only charge for the cost of informing the applicant whether the information is held, and communicating the information to the applicant, e.g. photocopying, printing and postage costs.

*Step 5: Requests exceeding the limit.* If a request would cost more than the limit, the school can turn the request down, answer and charge a fee, or answer and waive the fee. If you choose to comply with a request where the estimated cost exceeds the threshold, you should calculate the charge as outlined in Step 3, plus the costs of informing the applicant whether the information is held, and communicating the information to them, e.g. printing and postage costs.

*Step 6: For all requests to a school.* Have regard to the following two points:

- The duty to provide advice and assistance to applicants. If planning to turn down a request for cost reasons, or charge a high fee, you should contact the applicant in advance to discuss whether they would prefer the scope of the request to be modified so that, for example, it would cost less than the appropriate limit.

- Maximum amount that can be charged. The Regulations set out the maximum amount that can be charged. However, there is nothing to stop schools charging a lesser or no fee. Governing Bodies should develop a consistent policy on charging.

### **May I aggregate the costs where there are multiple requests?**

Where two or more requests are made to the school by different people who appear to be acting together or as part of a campaign, the estimated cost of complying with any of the requests is to be taken to be the estimated total cost of complying with them all, provided that:

- a) the two or more requests referred to in that section are for information which is on the same subject matter or is otherwise related;
- b) the last of the requests is received by the school before the twentieth working day following the date of receipt of the first of the requests; and
- c) it appears to the school that the requests have been made in an attempt to ensure that the prescribed costs of complying separately with each request would not exceed the appropriate limit.

If you get multiple requests for the same information, it is good practice to include the information in your Publication Scheme.

### **How do I inform the applicant of the fee?**

Where you intend to charge a fee for complying with a request for information, then the school must give the person requesting the information notice in writing (the Fees Notice, Appendix B, below), stating that a fee of the amount specified in the notice is to be charged for complying.

Where a fees notice has been given to the person making the request, you do not need to comply with the request unless the fee is paid within three months of the notice being received.

## **APPENDIX B: FREEDOM OF INFORMATION FEES NOTICE**

(This is taken from Christ Church's Freedom of Information Policy, Appendix E.)

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Staff costs</b>	Staff costs @ £25 per hour or part thereof	In accordance with Christ Church's FOI Policy
<b>Other</b>	The full cost, as incurred	Actual cost
<b>Total (Not to exceed £450)</b>		

**Note:** Christ Church C of E First School reserves the right to refuse to supply information where the cost of doing so exceeds the statutory maximum.