



Freedom of Information Policy

Including the Publication Scheme

September 2017 – September 2019

Reviewed by: Full Governing Body

Coordinator: Anna Lippa

Date: September 2017

Review Date: September 2019

Herts Model policy: N/A

At Bowmansgreen Primary school, we are committed to the aims of the FOIA and the access provisions of the Data Protection Act 1998 by promoting an open transparent policy as we believe the public have a right to access the recorded information held by us.

We understand that recorded information held by us relates to the business of the School and includes information that is:

- created and held by us
- created by us but held by another organisation on our behalf
- held by us but relating to the Governor Body
- held by us but provided by third parties

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

We believe this policy relates to the following legislation:

- Data Protection Act 1998
- Freedom of Information Act (FOIA) 2000
- Environmental Information Regulations 2004

We are aware that under the Freedom of Information Act 2000 (FOIA) we have a legal duty to supply certain information to enquirers and that we must be clear and proactive about the information we make public.

To do this we have in place a publication scheme that sets out:

- The classes of information we publish or intend to publish
- The manner in which the information will be published
- How to request information
- Payment for information

See **Appendix A** for full publication scheme.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

Aims

- To provide certain information to enquirers under the Freedom of Information Act 2000.
- To recognise that we have a duty to provide advice and assistance to anyone requesting information.
- To ensure that personal information is not made public.
- To work with other schools and the local authority to share good practice in order to improve this policy.

The Governing Body is responsible for the review of this policy and the maintenance of the publication scheme.

The governing body has:

- delegated powers and responsibilities to the Headteacher as ‘Data Controller’ for the school;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter.

Contact details are set out below or you can visit our website at www.bowmansgreen.herts.sch.uk

Email: admin@bowmansgreen.herts.sch.uk

Tel: 01727767772

Contact Address: Telford Road, London Colney. Hertfordshire. AL2 1PH

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

Responding to Written Requests for Information

The Headteacher will deal with written requests for information by:

- deciding if the request comes under one of the following Acts namely:
 - Data Protection Act
 - Environmental Information Regulations
 - Freedom of Information Act
- deciding whether the school holds the information
- providing the information if it has already been made public
- informing the enquirer if the school does not have that information
- deciding if information disclosed might affect the interests of a third party
- deciding if the estimated cost of complying with the request will exceed the appropriate limit
- ensuring that all personal information is excluded from a requested document
- consider if the request is annoying or repeated
- dealing with a FOI request within 20 working days
- dealing with a Data Protection request within 40 calendar days

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

Single copies of information covered by this publication are provided free unless stated otherwise. If your 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. Where there is a charge, this will be indicated by a £ sign in the description box on the publication scheme table.

Reasons for not Complying with a Request

We accept the four reasons under the FOIA for not complying with a request for information:

- that the requested information is not held
- the cost threshold is reached
- the request is considered annoying or repeated
- that one or more of the exemptions apply

Complaints

All complaints will be dealt with by the school's complaints procedure.

See below for information available from Bowmansgreen Primary School under the model publication scheme.

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who’s who in the school	Hard copy or website	
Who’s who on the governing body and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Hard copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy or website	
School prospectus (Once the prospectus has been published and made available to parents, access to it should be available to anyone).	Hard copy or website	
Annual Report (if any)	N/A	
Staffing structure	Website	
School session times and term dates	Hard copy or website	
Address of school and contact details, including email address.	Website	

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	
Capital funding	Hard copy	
Financial audit reports	Hard copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	
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 (for example, a local authority or diocese).	Hard copy	
Pay policy	Hard copy or website	
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.	Hard copy	
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.	Hard copy	

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website	
Performance management policy and procedures adopted by the governing body.	Hard copy	
Performance data or a direct link to it	Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy	

Safeguarding and child protection		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy or website	
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).	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	(hard copy or website)	
School Policies	Hard copy or website	
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies 	Hard copy	

<ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection (including information sharing policies) 		
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	Hard copy or website	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	N/A	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	

Extra-curricular activities	Hard copy or website	
Out of school clubs	Hard copy or website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy or website	
School publications, leaflets, books and newsletters	Hard copy or website	

Payment for Information

Information published on the website is free. A charge has been fixed for Education Records at a maximum of £50.

Reporting Requests

All requests for information will be reported to the governors by the Headteacher.

Feedback and Complaints

We actively encourage the views and suggestions from parents and the general public about how we can improve this publication scheme.

If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher, Bowmansgreen Primary School, Telford Road, London Colney. Hertfordshire. AL2 1PH.

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.