



# Old Fletton Primary School

## Freedom of Information Publication Scheme And Scale of Charges

### Freedom of Information Act

This publication scheme has been prepared and approved by the Information Commissioner and has been adopted by Old Fletton Primary School.

This publication scheme commits Old Fletton Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 school 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 data set 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 school 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

#### 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 procedures, consultations.

### 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 school.

### 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 capability of the school, 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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the school 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.

### **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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public school.

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 a public 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.

## Guide to information available from Old Fletton Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	<b>Website</b> <a href="http://www.olfletton.org.uk">www.olfletton.org.uk</a> <b>Hard copy</b> available from the school office	Free
Who's who on the governing body and the basis of their appointment	<b>Website</b> <a href="http://www.olfletton.org.uk">www.olfletton.org.uk</a> <b>Hard copy</b> available from the school office	Free
Instrument of Government	<b>Hard copy</b> available from the school office	Free
Contact details for the Head Teacher and for the governing body, via the school (named contacts where possible).	<b>Website</b> <a href="http://www.olfletton.org.uk">www.olfletton.org.uk</a> <b>Hard copy</b> available from the school office	Free
School prospectus (if any)	Not applicable	
Annual Report (if any)	Not applicable	
Staffing structure	<b>Hard copy</b> available from the school office	Free
School session times and term dates	<b>Website</b> <a href="http://www.olfletton.org.uk">www.olfletton.org.uk</a> <b>Hard copy</b> available from the school office	Free
Address of school and contact details, including email address	<b>Website</b> <a href="http://www.olfletton.org.uk">www.olfletton.org.uk</a> <b>Hard copy</b> available from the school office	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	<b>Hard copy</b> available from the school office	Free
Capital funding	<b>Hard copy</b> available from the school office	Free
Financial audit reports	<b>Hard copy</b> available from the school office	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 (for example, a local authority or diocese).	<b>Hard copy</b> available from the school office	Free
Pay policy	<b>Website</b> <a href="http://www.olfletton.org.uk">www.olfletton.org.uk</a> <b>Hard copy</b> available from the school office	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.	<b>Hard copy</b> available from the school office	Free
Staffing, pay and grading structure.	<b>Website</b> <a href="http://www.olfdletton.org.uk">www.olfdletton.org.uk</a> (within the Staff Pay Policy) <b>Hard copy</b> available from the school office	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<b>Website</b> <a href="http://www.olfdletton.org.uk">www.olfdletton.org.uk</a> (within the policy section) <b>Hard copy</b> available from the school office	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
Performance data	<b>Website</b> <a href="http://www.olfdletton.org.uk">www.olfdletton.org.uk</a> <b>Hard copy</b> available from the school office	Free
Latest Ofsted Report	<b>Website</b> <a href="http://www.olfdletton.org.uk">www.olfdletton.org.uk</a> <b>Hard copy</b> available from the school office	Free
Performance management procedures adopted by the governing body.	<b>Website</b> <a href="http://www.olfdletton.org.uk">www.olfdletton.org.uk</a> (within the policy section) <b>Hard copy</b> available from the school office	Free
Performance data or a direct link to it	<b>Website</b> <a href="http://www.olfdletton.org.uk">www.olfdletton.org.uk</a> <b>Hard copy</b> available from the school office	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	<b>Hard copy</b> available from the school office	Free
Safeguarding and child protection policies	<b>Website</b> <a href="http://www.olfdletton.org.uk">www.olfdletton.org.uk</a> (within the policy section) <b>Hard copy</b> available from the school office	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Peterborough City Council <a href="https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/">https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/</a>	
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).	<b>Website</b> <a href="http://www.olfdletton.org.uk">www.olfdletton.org.uk</a> <b>Hard copy</b> available from the school office	Free

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only.</p>		
<p>Accessibility Plan  Acceptable Use of Mobile technology  Appraisal &amp; Capability  Attendance  Behaviour &amp; Expectations  CCTV  Charges &amp; Remissions  Code of Conduct  Collective Worship  Complaints  Critical Incidents  Data Protection  Dealing with Allegations of Abuse Against Staff  Disciplinary Procedures  Disciplinary Rules  Discretionary Leave of Absence  Early Years Foundation Stage Policies  Educational Visits  English as an Additional Language  Equality &amp; Diversity  Feedback &amp; Marking  Flexible Working  Freedom of Information  Gifts &amp; Hospitality  Grievance Procedures  Health &amp; Safety  Laptop Security  Learning &amp; Teaching  Looked After Children  Management of Sickness Absence  NQT  Nursery Admissions  Online Safety &amp; Internet Use  Public Sector Equality Duty (PSED)  Religious Education  Records Management  Recruitment Selection  Relationships &amp; Sex Education (RSE)  Remote Learning  Safeguarding &amp; Child Protection  SEND Policy  Shared Parental Leave  Staff Induction  Staff Pay  Supporting Children with Medical Needs  Wellbeing  Whistleblowing  Work Life Balance</p>	<p><b>Website</b> <a href="http://www.oldfletton.org.uk">www.oldfletton.org.uk</a>   <b>Hard copy</b> available from the school office</p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (<b>this does not include the attendance register</b>).</p>		
<p>Disclosure logs</p>	<p>Inspection only</p>	<p>Free</p>
<p>Asset register</p>	<p>Inspection only</p>	<p>Free</p>

Any information the school is currently legally required to hold in publicly available registers	Inspection only	Free
<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		
Extra-curricular activities	<b>Hard copy</b> available from the school office	Free
Out of school clubs	<b>Hard copy</b> available from the school office	Free
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard copy</b> available from the school office	Free
School publications, leaflets, books and newsletters	<b>Website</b> <a href="http://www.oldfletton.org.uk">www.oldfletton.org.uk</a> <b>Hard copy</b> available from the school office	Free

## SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing (black & white)	Free of charge
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class