

Freedom of Information (FOI) Publication Scheme

Arreton CE (Aided) Primary School



Policy No: 1.08	
Signed Headteacher:	Signed Chair of Governors:
	
Date:	Review by: March 2024

Introduction: what a publication scheme is and why it has been developed

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

The information covered is included in the classes information mentioned below, where this is information is held by the school.

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 that 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 statements contained within this scheme
- To produce and publish methods by which 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.

2. Classes of information

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional legal governance

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews

2.4 How we make decisions

Policy proposals and decisions.

Decision making processes, internal criteria and procedures, consultations

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities

2.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority

2.7 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

3. 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 our 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, we will indicate how information can be obtained by others 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 an authority 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.

4. 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 may be 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 regimes specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- 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 all in 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 schedule of fees which is readily available to the public.

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 the provisions of the information.

5. Written requests

Information held by a public authority 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.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email or letter.

Contact details are set out below or you can visit our websites at:

www.arretoncepri.iow.sch.uk

Email: admin@arretoncepri.iow.sch.uk

Tel: 01983 528429

Contact address: Arreton St George's CE Primary School, Main Road, School Lane, Arreton, Newport, Isle of Wight, PO30 3AD

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

If the information you're looking for isn't available via the scheme (and is not on our websites), you can still contact the school to ask if we have it.

7. Policy references

This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

The Governing body will review the Publication scheme yearly.

Freedom of Information Publication Scheme

Class 1 Who we are and what we do		
Organisational information, structures, locations and contacts		
Information to be published	How the information can be obtained	Cost
Who's who in the school	Hard copy Website	10p per sheet Free
Who's who on the governing body and the basis of their appointment	Hard copy Website	10p per sheet Free
Instrument of Government /Articles of Association	Hard copy Website	10p per sheet Free
Meeting minutes	View only by request – please contact the school	Free
Contact details for the Headteacher and for the governing body (named contacts where possible)	Hard copy Website	10p per sheet Free
School Brochure (prospectus)	Hard copy Website	10p per copy Free
Staffing structure	Hard copy Website	10p per sheet Free
School session times and term dates	Website	Free
Address of school and contact details, including email address	Website	Free
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		
Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Available upon request – contact school	10p per sheet
Capital funding	Available upon request – contact school	10p per sheet
Financial audit reports	Available upon request – contact school	10p per sheet
Details of expenditure items over £2000	Available upon request – contact school	10p per sheet
Procurement and contracts the school has entered into or information relating to a link	Available upon request – contact school	10p per sheet

to information held by an organisation which has done so on its behalf (eg diocese)		
Pay policy	Available upon request – contact school	10p per sheet
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	Available upon request – contact school	10p per sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior posts (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range	Available upon request – contact school	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Available upon request – contact school	10p per sheet
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews		
Information to be published	How the information can be obtained	Cost
Performance data supplied to the Government The latest Ofsted report	Website Hard copy	Free 10p per sheet
Performance management policy and procedure adopted by the governing body	Available upon request – contact school	10p per sheet
The school's future plans; for example, proposals and any consultation on the future of the school	Available upon request – contact school	10p per sheet
Safeguarding and child protection	Website Hard copy	Free 10p per sheet
Class 4 – How we make decisions		
Decision making processes and records of decisions		
Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions)	Website Hard copy	Free 10p per sheet
Agendas and minutes of meetings of the governing body and its committees (this will exclude information that is properly regarded as private to the meetings)	Available upon request – contact school	10p per sheet
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities		

Information to be published	How the information can be obtained	Cost
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) • Charging & remissions policy	Website Hard copy	Free 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	www.dfe.gov.uk	
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Website Hard copy	Free 10p per sheet
After school club (Childcare)	Contact Arreton St George's Nursery & Pre-School (KNL Childcare)	
Breakfast club	Contact Arreton St George's Nursery & Pre-School (KNL Childcare)	
School Newsletters (Free to Parents)	Website Hard copy	Free 10p per sheet
School publications, leaflets, books	Website Hard copy	Free 10p per sheet

SCHEDULE OF CHARGES

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

Printing costs are quoted in the scheme for black and white.

If colour copies are required there is an increased cost.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white) Photocopying/printing @ 15p per sheet (colour)	Actual cost Paper / ink / staff time
	Postage	Actual cost of Royal Mail Standard 2 nd class postage
Staff Time	Staff time costs will be calculated on an individual basis at the time of inquiry.	For requests involving use of staff time an hourly charge will be incurred depending on the level of information requested.