



## **PUBLICATION SCHEME (FREEDOM OF INFORMATION) MAY 2020**

### **Introduction**

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, with effect from 1 January 2009. A school is in breach of FOIA if it has not adopted the model scheme or is not publishing in accordance with it.

Information in this scheme will be made available unless:

- Shalford Infant & Nursery School does not hold the information requested.
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute.
- The information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf.
- The information is archived, out of date or otherwise inaccessible.
- It would be impractical or resource-intensive to prepare the material for routine release.
- If the information is only held by another public authority. If practical the school will provide details of where to obtain it.

### **To Make a Freedom of Information Request**

Requests must be made in writing, directly to the school (verbal requests may be made for environmental information). The request should include:

- Name of individual making the request
- Correspondence address (this can be a physical address or an email address)
- Identify the information requested as clearly as possible

### **Responses to Freedom of Information Requests**

Shalford Infant & Nursery School will reply to all requests within 20 working days. We may:

- give you the information you've asked for;
- tell you that we don't have the information;
- tell you that another authority holds the information or transfer the request on your behalf;
- under the Freedom of Information Act, state that we have the information and offer to provide it if you pay a fee (see the schedule of charges at the bottom of this document);
- under the Environmental Information Regulations, make a reasonable charge for providing the information in accordance with our published schedule of charges;
- refuse to give you the information, and explain why; or,
- under the Freedom of Information Act, state that we need more time to consider the public interest in disclosing or withholding the information, and tell you when to expect a response. This should not be later than 40 working days after the date of your request. Shalford Infant & Nursery School will only extend the time limit in certain circumstances, and we will explain why if we think the information may be exempt;

- under the Environmental Information Regulations, state that we need more time as the information requested is particularly complex and there is a lot of information to provide. In such cases Shalford Infant & Nursery School may extend the time limit by a further 20 working, but will still respond within the initial time limit to state when we believe we will be able to respond in full.

## **Complaints**

If you would like to complain that the school has refused your request, or you are dissatisfied with the way you request has been dealt with, you should contact Shalford Infant & Nursery School directly and we will conduct an internal review. This should be done as soon as possible, and within two months of receiving the school's final response. For environmental information complaints you should make your complaint within 40 working days.

Where possible Shalford Infant & Nursery School will carry out internal reviews within 20 working days. Under Environmental Information Regulations there is a legal requirement that internal reviews must be carried out as soon as possible and within 40 working days. There is no charge for carrying out an internal review.

<b>Information</b>	<b>How the information can be obtained*</b>	<b>Cost*</b>
<b>Who we are and what we do</b> (current year)		
Staff List	Available on school website	N/A
Who's who on the governing body / board of governors and the basis of their appointment	Available on school website	N/A
Instrument of Government / Articles of Association	By appointment only	N/A
Contact details for the Head teacher and for the Governing Body	Available on school website	N/A
School prospectus	Available on school website Hard copy upon request	N/A £1.00
Annual Report	Available on school website	N/A
Staffing structure	Hard/soft copy upon request	TBC
School session times and term dates	Available on school website	N/A
Address of school and contact details, including email address	Available on school website	N/A
<b>What we spend and how we spend it</b> <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b> (current and previous financial year)		
Annual budget plan and financial statements	By appointment only	N/A
Capital funding	Available on DfE website	N/A
Financial audit reports	By appointment only	N/A
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	By appointment only	TBC
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).	Direct contracts available to view by appointment only	N/A
	Local Authority contracts must be requested directly from Surrey County Council	N/A
Pay Policy	Hard/soft copy upon request	TBC

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.	By appointment only	TBC
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.	Included in Pay Policy - hard/soft copy upon request	TBC
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	By appointment only	TBC
<b>What our priorities are and how we are doing</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b> (current information)		
Performance data supplied to the government	Available on school website	N/A
The latest Ofsted report	Available on school website	N/A
Teaching and Learning Policy	Available on school website	N/A
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/soft copy upon request	TBC
Safeguarding and child protection	Available on school website	N/A
<b>How we make decisions</b> <b>(Decision making processes and records of decisions)</b> (current and previous three years)		
Admissions policy/decisions (not individual admission decisions) – where applicable	Current available on school website Previous policies available upon request	N/A N/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).	Hard/soft copy upon request	TBC
<b>Our policies and procedures</b> <b>(Protocols, policies and procedures for delivering our services and responsibilities)</b> (current information)		
Records management and personal data policies, including: <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>	Some available on school website  Some hard/soft copy upon request	N/A  TBC
Charging regimes and policies	Hard/soft copy upon request	TBC
<b>Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard/soft copy upon request	TBC
Disclosure logs	Hard/soft copy upon request	TBC
Asset register	By appointment only	N/A
Any information the school is currently legally required to hold in publicly available registers	Hard/soft copy upon request	TBC
<b>The services we offer</b> (Information including leaflets, guidance and newsletters produced for the public and businesses) (current information)		
Extra-curricular activities/clubs	Available on school website	N/A

Services for which the school is entitled to recover a fee, together with those fees	N/A	N/A
School publications, leaflets, books and newsletters	Available on school website	N/A

### **SCHEDULE OF CHARGES**

Charges to be invoiced and paid before work/copying etc. is undertaken.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ £0.02 per sheet (black & white)	Actual cost* = 0.5p per sheet of paper + 0.37p per copy (2018) + rental cost for machine
	Photocopying/printing @ £0.05 per sheet (colour)	Actual cost = 0.5p per sheet of paper + 3.4p per copy (2018) + rental cost for machine
	Prospectus @ £1.00 per item	Actual cost = £0.82 per item + delivery charge will be incurred to replace items
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Complex or large information prepared in advance of appointment	To be determined by the school after FOI request is made, and cost information provided before work undertaken

\* the actual minimum cost incurred by the school

### **HOW THE INFORMATION CAN BE OBTAINED**

<b>Description</b>	<b>Further information</b>
Hard/soft copy upon request	Soft copies will be emailed free of charge Hard copies will be invoiced for according to the above schedule of charges
By appointment only	If an appointment is granted it will take place no later than 20 working days after the FOI request was made. Time elapsed between a fees notice being provided by the school, and payment for said fees being made, will not be included in the calculation of the 20 working day period.