



# Bromley Heath Infant School

## Freedom of Information Model Policy

Signed (chair):	Name:	Date:
Signed (Head):	Name: <b>Tina Long</b>	Date: <b>May 2018</b>
Ratified by: Governing Body on		Next Review:



## Information available under the Freedom of Information Act (2000)

### Introduction

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. The Information Commissioner's Office (ICO) has directed that operation of a publication schemes conforming to a generic model should be adopted and operated by all public authorities from 1 January 2009.

The ICO directs public authorities to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.

### 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 authority.

**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 authority 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 a public authority, 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, a public authority 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 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.

### **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 authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website can be printed by others for free.

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, or 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.

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 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.

<b>Information to be published</b>	<b>How the information can be obtained</b>
<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	School website Hard copy from school office
Who's who on the governing body and the basis of their appointment	School website Hard copy from school office
Instrument of Governance	School website Hard copy from school office
Contact details for the Head Teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School website
School prospectus	School website Hard copy from school office
Staffing structure	School website Hard copy from school office
School session times and term dates	School website Hard copy from school office

<p><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)</p> <p>Current and previous financial year as a minimum</p>	
Annual budget plan and financial statements	Hard copy from school office
Capitalised funding	Hard copy from school office
Additional funding	Hard copy from school office
Procurement and projects	Hard copy from school office
Pay policy	Hard copy from school office
Governors' allowances	Hard copy from school office

<p><b>Class 3 – What are our priorities and how are we doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p>Hard copy from school office</p> <p>School website</p> <p>Hard copy from school office</p>
Performance management policy and procedures adopted by the governing body.	<p>School website</p> <p>Hard copy from school office</p>
Schools Development Plan	Hard copy from school office
Policies and procedures	<p>Policies on school website</p> <p>Hard copy from school office</p>

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	
Admissions policy/decisions (not individual admission decisions)	South Gloucestershire website
Minutes of meetings of the Governing Body – NB: This will exclude information that is properly regarded as private to the meetings.	Hard copy from school office

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Discipline and grievance policies</li> <li>• Data Protection Policy</li> <li>• Equality Information and Objectives</li> <li>• Accessibility Plan</li> </ul>	<p>School website Hard copy from school office</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Collective worship</li> <li>• School Behaviour Policy</li> </ul>	<p>School website Hard copy from school office</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>School website Hard copy from school office</p>

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	
Curriculum circulars and statutory instruments	Hard copy from school office
Asset register	Hard copy from school office
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Hard copy from school office

<p><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)</p> <p>Current information only</p>	
Extra-curricular activities	School Website
Out of school clubs	School Website
School publications	School Website
Leaflets books and newsletters	School Website