



## Great Totham Primary School Freedom of Information Policy & Scheme

The school recognises its responsibilities to respond to Freedom of Information requests.

### Requests for information

- The access provisions of the Freedom of Information Act 2000 came into force on 1<sup>st</sup> January 2005. Under this Act, all schools, which receive a written or emailed request for information that they hold or publish, are required to respond within 20 working term time days.
- The school's Publication Scheme provides details on how to access information e.g. the school website, website links, or details of a charge for hard copies. If the item is charged the school does not need to provide it until the payment is received.
- A refusal of any information requested must state the relevant exemption that has been applied or that the school does not hold the information and must explain what public interest test has been applied.
- If the information is published by another organisation (for example, Ofsted reports, DfE leaflets) the school can direct the enquirer to the organisation which supplied the information or publication unless it is legal and possible to provide the information direct (for example, a copy of the summary of an Ofsted report, spare copies of a DfE leaflet).
- It will not be legal to photocopy a publication in its entirety and supply this to an enquirer unless the school owns the copyright – this is particularly important where the original publication was a charged item.
- The school will keep the original request and note against this who dealt with the request and when the information was provided.
- Any complaint about the provision of information will be handled by the Head Teacher or another senior member of staff. All complaints should be in writing and documented. The Publication Scheme will include information on who to contact for both enquiries and complaints.
- All enquirers should be advised that they may complain to the Information Commissioner if they are unhappy with the way their request has been handled.

### Publication Scheme

- Under the Freedom of Information Act 2000, all schools should have a 'publication scheme' – essentially a formal list of the types of non-personal information which the school produces or holds, and which is readily accessible to staff, pupils and parents or other enquirers.
- The publication scheme is available as a hard copy and is posted on our website.
- There should be a named person with overall responsibility for published information, at Great Totham Primary School this is Miss S Vass (Head Teacher).

### Reviewing:

This policy will be reviewed every two years. The Publication Scheme is reviewed regularly.

Approved by Resources Committee **May 2018:**

Review Date	Chair of Committee	Comments
May 2018	M. Freeman	New Policy Approved
May 2020	M. Freeman	Amendment to bullet point 1. Addition of contact information to Publication Scheme as per bullet point 8
November 2022	J Gilbert	Approval moved to WGB

## Great Totham Primary School 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) <i>This will be current information only</i>		
Who's who in the school	Website & hard copy	Disbursement
Who's who on the governing body and the basis of their appointment	Website & hard copy	Disbursement
Instrument of Government	Hard Copy	Disbursement
Location and contact information School address, telephone number, email & website details	Website & hard copy	Disbursement
School session times and term dates	Website & hard copy	Disbursement

<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) <i>Current and previous two financial years</i>		
Annual budget plan and financial statements inc. income provided to the school	Hard Copy	Disbursement
Capitalised funding – <i>any major plans for capital expenditure</i>	Hard Copy	Disbursement
Procurement and contacts – <i>details of procedures</i>	Hard Copy	Disbursement
Pay policy – <i>inc. all staff allowances &amp; pay ranges</i>	Hard Copy	Disbursement
Governors' allowances - <i>policy</i>	Website & hard copy	Disbursement

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum</i>		
<ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> </ul>	Website inc links to sites, hard copy	Disbursement
Managing Performance of Staff - <i>policy</i>	Hard copy	Disbursement
School's future plans – <i>any major proposals impacting on school</i>	Hard copy	Disbursement
Safeguarding & Child Protection - <i>policy</i>	Website & hard copy	Disbursement
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>		
Admissions policy/decisions ( <i>not individual admission decisions</i> )	Website & hard copy	Free
Agendas & minutes of governing body meetings - <i>note this will exclude information that is properly regarded as private.</i>	Hard copy	Disbursement

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
School policies & procedures – <i>at a minimum all legally required policies are available</i>	Hard copy & many on website	Disbursement
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Data Protection Policy</li> </ul>	Website & hard copy	Disbursement

<ul style="list-style-type: none"> <li>Retention Schedule</li> <li>Data Assets Register</li> <li>Freedom of Information Policy and Publication Scheme</li> </ul>		
Charging Policies.	Website & hard copy	Disbursement
Single Equality & Diversity Scheme	Website & hard copy	Disbursement
Staff Recruitment – <i>any details of staff vacancies</i>	Essex Job Scene	Free

<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>		
Curriculum circulars and statutory instruments	Website & hard copy	Disbursement
Disclosure logs	Hard copy	Disbursement
Asset register	Hard copy	Disbursement
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	Disbursement

<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) <i>Current information only</i>		
Extra-curricular activities	Website & hard copy	Free
School clubs	Website & hard copy	Free
School publications – <i>e.g. Parent Handbook</i>	Website & hard copy	Free
Newsletters & handouts	Website & hard copy	Variable

### Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @50p per sheet (black & white)	Actual cost including staff time
	Photocopying/printing @ £1 per sheet (colour)	Actual cost including staff time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

### 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 or letter. Contact details are set out below.

Email: [admin@greattotham.essex.sch.uk](mailto:admin@greattotham.essex.sch.uk)

Tel: 01621 891 091

Contact Address: Great Totham Primary School, Walden House Road, Great Totham, Essex, CM9 8PN

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

### Enquiries and complaints

If you want to make any enquiries about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Administrative Manager at school.