



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 1st 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.

| Review Date | Comments |
|----------------|---|
| May 2018 | New Policy Approved |
| May 2020 | Amendment to bullet point 1. Addition of contact information to Publication Scheme as per bullet point 8 |
| November 2022 | Approval moved to WGB |
| September 2024 | No changes |

Great Totham Primary School Publication Scheme

| Information to be published | How the information can be obtained | Cost |
|--|-------------------------------------|--------------|
| Class 1 - Who we are and what we do (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 |

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| 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) <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 & pay ranges</i> | Hard Copy | Disbursement |
| Governors' allowances - <i>policy</i> | Website & hard copy | Disbursement |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum</i> | | |
| <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report | 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 |
| Class 4 – How we make decisions (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 |

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| Class 5 – Our policies and procedures (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"> • Data Protection Policy | Website & hard copy | Disbursement |

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|--|---------------------|--------------|
| <ul style="list-style-type: none"> Retention Schedule Data Assets Register Freedom of Information Policy and Publication Scheme | | |
| 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 |

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|---|---------------------|--------------|
| Class 6 – Lists and Registers <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 (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | Hard copy | Disbursement |

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| Class 7 – The services we offer (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 |
|--------------------------|--|--|
| Disbursement cost | 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 nd 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

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.