



Freedom of Information Scheme

Adopted by Governing Body: November 2018

Due for review: 2022/23

Trinity CE Primary School

Freedom of Information Publication Scheme

This Information Commissioners Office Publication Scheme Version 1.1 20130901 has been adopted by the Governing Body of Trinity CE Primary School without modification.

The guide to information available under the scheme is attached in Appendix A.

This policy will be reviewed regularly to reflect any changes to legislation, how information can be obtained and the costs of providing information.

Freedom of Information Act

“This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.”
Information Commissioners Office Publication Scheme Version 1.1 20130901

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

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 a website will be provided free of charge.

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
- 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Freedom of Information – Appendix A

Guide to information available from Trinity CE Primary School under the model publication scheme

Class 1 - Who we are and what we do	
<i>(Organisational information, structures, locations and contacts) This will be current information only</i>	
Information to be published.	How the information can be obtained (hard copy and/or website)
Who's who in the school	Website School Office
Who's who on the governing body / board of governors and the basis of their appointment	Website School Office
Instrument of Government	Shropshire Council

School Office

Website –About Us – Contact Details

School Office

Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).

Hard copy

Contact school office

School prospectus

Class 1 - Who we are and what we do	
<i>(Organisational information, structures, locations and contacts) This will be current information only</i>	
Information to be published.	How the information can be obtained
	(hard copy and/or website)
Staffing structure	Website School Office
School session times and term dates	Website School Office
Address of school and contact details, including email address.	Website – About Us- Contact Details

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) Current and previous financial year as a minimum

Information to be published.	How the information can be obtained (hard copy and/or website)
Annual budget plan and financial statements	Hard copy – Contact school office
Capital funding	Hard copy – Contact school office
Financial audit reports	Hard copy – Contact school office
Details of expenditure items over £5000	Hard copy – Contact school office
Procurement and contracts the school	Hard copy – Contact school office
Pay policy	Hard copy – Contact school office
Staff allowances and expenses	Hard copy – Contact school office

Staffing, pay and grading structure.	Hard copy – Contact school office
Governors' allowances	Paying Governor Expenses policy available on website – Key Information/Policies

Class 3 – What our priorities are and how we are doing	
(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
Information to be published.	How the information can be obtained (hard copy and/or website)
Performance data supplied to the Government	Website – How are we doing?
The latest Ofsted report – Summary and full report	Website – Key Information – Ofsted
Performance management policy and procedures adopted by the governing body.	Hard copy – Contact school office
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 copy – Contact school office
Safeguarding and child protection	Website – Key Information – Safeguarding

Also information on safeguarding and child protection policies on
website – Key Information – Policies

Class 4 – How we make decisions

(Decision making processes and records of decisions) Current and previous three years as a minimum

Information to be published.

How the information can be obtained

(hard copy or website)

Admissions policy/decisions (not individual admission decisions)

Website – Key Information – Admissions

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 copy – contact school office

Class 4- How we make decisions

(Decision making processes and records of decisions) Current and previous three years as a minimum

Information to be published	How the information can be obtained
Admissions policy/decisions (not individual admission decisions)	<p>School website</p> <p>Shropshire Council</p>
Agenda and Minutes of the Governing Body and its committees (NB This will exclude information which is properly regarded as confidential to the meetings).	Hard copy from school office

Class 5- Our policies and procedures

(Decision making processes and records of decisions) Current and previous three years as a minimum

Information to be published	How the information can be obtained
School Policies	School website Hard copy from school office
Records management and personal data files	Hard copy from school office

Class 6- Our lists and registers	
Information to be published	How the information can be obtained
Asset register	Hard copy from school office
Curriculum circulars and statutory instruments	Hard copy from school office

Class 7 – The services we offer	
Information to be published	How the information can be obtained
Extra-curricular activities	Hard copy from school office School website
Childcare	School website
Services for which the school is entitled to recover a fee, together with those fees	School website Charging and Remissions Policy
	School website 'The Week Ahead'

School Publications, leaflets and newsletters	School office
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Schedule of Charges – Freedom of Information

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

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying printing @2p per sheet (black and white)	Actual cost incurred by the school
	Photocopying printing @2p per sheet (colour)	Actual cost incurred by the school
	Postage	Actual costs of Royal Mail (2 nd Class)
Statutory Fee	We will comply with the Freedom of Information Act	In accordance with legislation