



*Fellowship, Courage and Creativity*

Policy Title: Freedom of Information Policy

Version: 2.3

Date approved: Summer 2 2019

Date for Review: Summer 2 2020

Review Period: Annual

Ownership: FGB

Policy Type: Statutory

Signed \_\_\_\_\_ (Headteacher)

\_\_\_\_\_ (Chair of Governors)

This policy can also be made available in approved formats as listed in the Policies File, on request to the School Office

**Policy Title:** Freedom of Information Policy  
**Version No:** 2.3  
**Led By:** FGB  
**Date Written:** November 2006 (v1) / March 2015 (v2.2) / July 2019 (v2.3)

## **Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form on request.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets
- the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed
- for life and work,

This publication scheme is a means of showing how we are pursuing these aims.

## **Adopting the Scheme**

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the school and will be valid until further notice.

This publication scheme commits the school 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 school. Additional assistance is provided to the definition of these classes in sector

specific guidance manuals issued by the Information Commissioner.  
Whitewater CofE Primary School: Freedom of Information Page 3.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school 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 school 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 school that has been requested, and any updated versions it holds, unless the school 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.

Whitewater CofE Primary School : Freedom of Information Page 4

### **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 school 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 the school, information will be provided on the school 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, the school 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. Where the school 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.

Whitewater CofE Primary School : Freedom of Information Page 5

## **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 school 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 actual disbursements incurred such as:

- Photocopying
- postage and packing
- 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act or with other statutory powers of the public authority.

## **Written Requests**

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered.

### **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, fax or letter. Contact details are set out below:

Email: [adminoffice@whitewater.hants.sch.uk](mailto:adminoffice@whitewater.hants.sch.uk)

Tel: **01256 762637**

Contact Address: Whitewater CofE Primary School, The Street, Rotherwick, Hook, Hampshire RG27 9BG

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

### **6. Classes of Information Currently Published**