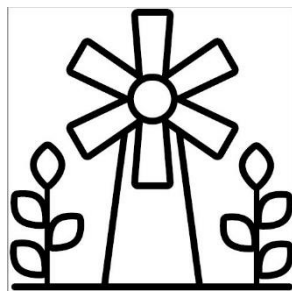


Sibsey Free Primary School



Freedom of Information Policy

Approved by: Governing Body

Date: March 2022

Last reviewed on:

Next review due by: March 2024



Guide to Information, Publication Scheme

Information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme. The Headteacher will take responsibility for this scheme on a day to day basis.

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways: By requiring certain information to be published, and by members of the public being entitled to request information. Sibsey Free Primary School is committed to openness and transparency in the provision of information to all persons or organisations who request it. All requests will be treated equally.

The Freedom of Information Act provides a legal right for any person to make a request to a school for access to information held by the school. Requesters do not have to say why the information is wanted and the request does not have to mention FOI.

The Data Protection Act 1998 includes the right for people to access their personal data. If a person is asking for environmental information, the request is covered by the Environmental Information Regulations 2004. All requests for information that are not covered by the Data Protection Act 1998 or the Environmental Information Regulations, are covered by FOI.

The requester is entitled to be told whether the school holds the information (duty to confirm or deny) and, if so, to have access to it. Access can include providing extracts of a document or a summary of the information sought, or access to copies of the original documents. However, confidentiality must be preserved for sensitive information in some circumstances.

There are circumstances when we will not comply with a request for information, in which case a written refusal to the request will be sent to the requester:

- One or more of the exemptions apply (Further details available in ICO guidance/LCC Guidance 'Disclosure of Information to Parents and Others')
- The information is not held.
- It would cost too much or take too much staff time to deal with the request. The cost threshold is reached (Further details available in ICO guidance/LCC Guidance 'Disclosure of Information to Parents and Others').
- The request is considered vexatious or repeated in accordance with section 14 of the Act. (Further details available in ICO guidance/LCC Guidance 'Disclosure of Information to Parents and Others').

Copies of policy documents are available on the school website, but hard copies can be provided upon request in accordance with the details contained herein.

1. 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. Some information in our publication scheme is available on the School's website and can also be made available in paper form.

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's Office.

All staff have access to this policy. A copy is also available on the School website.

Where there is any doubt relating to this scheme, reference will be made to the Information Commissioner's Office document 'The Guide to Freedom of Information' (www.ico.org.uk), and to LCC Guidance 'Disclosure of Information to Parents and Others'.

2. 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, and

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

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in the Appendix to this Policy.

The information that we undertake to make available is organised into seven 'Classes':

- Class 1 – Who we are and what we do – organisational information, structures, locations and contacts.
- Class 2 - What we spend and how we spend it – financial information.
- Class 3 – What our priorities are and how we are doing – strategies and plans etc.
- Class 4 – How we make decisions – decision making processes and records of decisions.

- Class 5 – Our Policies and procedures – current policies and procedures for delivering our services and responsibilities.
- Class 6 – Lists and Registers.
- Class 7 – The services we offer.

The Headteacher will delegate responsibility for ensuring that a well managed records management and information system exists in order to comply with requests within 20 days excluding school holidays to the school administrator. The 20 days begins the first working day after the day the request is received.

When it is unclear exactly what is being requested, the school will contact the requester to check that we have understood the request correctly. The time for compliance will not begin until we have received any necessary clarification.

The school administrator will keep a record of refusals and reasons for refusals as well as appeals.

The governing body will review its access policy on a regular basis – usually biennially.

The school administrator will publish a disclosure log on the school's web site, setting out responses to requests that have been made. These will be used to refer to in responding to future requests for the same information.

4. How to request information

The requester should contact the school in writing (this could be by letter or email). The request should contain the requester's full name, and must include an address for correspondence. The requester should describe the information being requested.

If you require a paper version of any of the documents within the scheme which are already published on the web, please contact the school.

Contact details for written requests are set out below:

Email: graeme.wright@sibsey.lincs.sch.uk Tel: (01205) 750335

Contact Address: Sibsey Free Primary School, Old Main Road, Sibsey, Boston, Lincs. PE22 0RR

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

Where applicable, a fee notice will be sent to the requester, and the information will not be sent until the fee has been received.

If the request is made by email, and the information is available electronically, that we may respond by email. However, the requester has the right to specify their preferred means of communication.

5. Paying for information

Any information published on our website is free for you to download.

Single copies of information covered by this publication will normally be provided free of charge. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications we will let you know the cost before fulfilling your request, or the fee payable may already been indicated in the Publication Scheme.

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Mr Graeme Wright (Headteacher) or to the Chair of Governors.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at: ***Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***

or

Enquiry/Information Line: 0303 123 1113

Website : www.ico.org.uk

Email : mail@ico.gsi.gov.uk

Guide to Requests for Information for Schools:

- Are staff aware of how to deal with requests for information.
- Is this a valid FOI request for information.
- Do we hold the information.
- Can we transfer the request.
- Has the information already been made public.
- If this a vexatious or repeated request.
- How much will it cost to comply with this request.
- Could the request affect a third party's interests.
- Does an exemption apply.
- Is the exemption overridden by the public interest.
- Will there be a charge.
- Have we sent the necessary notifications.
- Have we met the time limits.
- Have we kept the appropriate records.

Freedom of Information

APPENDIX 1

Guide to information available from Sibsey Free School under the publication scheme

The information can be obtained by request as detailed in the Policy. Paper copies are available and/or copies are available to download from the school's website. The cost of providing copies is as detailed in the Policy.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts information)</p> <p>This will be current information only</p>	Available on the school website, or paper copies available upon request.	1 paper copy of the following will be provided free of charge. Additional copies charged at 5p per sheet.

Who's who in the school 'Your school and it's Staff' document	Available on website	
Who's who on the governing body and the basis of their appointment	Available on website	
Instrument of Government		1 paper copy foc
The Headteacher can be contacted via the school: 01205 750335 graeme.wright@sibsey.lincs.sch.uk The Chair of Governors (and all Governors) can be contacted via the school or via the Clerk to Governors (also via the school)		
School prospectus	Available on website	
Staffing structure – 'Your school and it's Staff' document	Available on website	
School session times and term dates	Available on website	
Address of school and contact details, including email addresses	Available on website or upon request from office.	

<p>Class 2 – What we spend and how we spend it</p> <p>(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>	Available on the school website, or paper copies available	1 paper copy of the following will be provided foc.
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	upon request.	Additional copies charged at 5p per sheet.
Annual budget plan and financial statements	Available upon request from school office.	
Capital funding	Available upon request from school office.	
Finance audit reports	Available upon request from school office.	
Details of expenditure items over £2000 – published when requested.	Available upon request from school office.	
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has done so on behalf of the school.	Available upon request from school office.	

Pay policy	Available on the school website.	
Staff allowances and expenses that can be incurred or claimed – detailed in the school’s Pay Policy.	Available on the school website.	
Staffing, pay and grading structure.	Available upon request from school office.	
Governors’ allowances – detailed in the Governors Travel, Subsistence and Allowances Policy.	Available on the school website.	

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	Available on the school website, or paper copies available upon request.	1 paper copy of the following will be provided foc. Additional copies charged
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		at 5p per sheet.
<ul style="list-style-type: none"> A. Government supplied performance data B. The latest Ofsted report C. Post Ofsted Action Plan 	<p>A and B available on the school website. C available upon request from school office.</p>	
Performance management policy and procedures adopted by the governing body.	Available on the school website.	
Performance data	Available on the school website.	
Schools future plans	Available upon request from school office.	
Safeguarding and Child Protection Policy	Available on the	

	school website.	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>Available on the school website, or paper copies available upon request.</p>	<p>1 paper copy of the following will be provided foc. Additional copies charged at 5p per sheet.</p>
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Policy available on the school website. Information on admissions decisions available upon request from the school office.</p>	

<p>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.</p>	<p>Available upon request from the school office.</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Available on the school website, or paper copies available upon request.</p>	<p>1 paper copy of the following will be provided foc. Additional copies charged at 5p per sheet.</p>
<p>School policies: All policies are available on the school website. A List of School Policies is available from the school office.</p>	<p>Available on the school website.</p>	
<p>Charging and Remissions Policy</p>	<p>Available on the</p>	

	school website.	
Records Management Policy Data Protection Policy	Available on the school website.	
Pupil and curriculum policies: All policies are available on the school website. A list of School Policies is available from the school office.	Available on the school website.	
Class 6 – Lists and Registers Currently maintained lists and registers only	Available on the school website, or paper copies available upon request.	1 paper copy of the following will be provided foc. Additional copies charged at 5p per sheet.
National Curriculum	Available on the school website.	

Disclosure logs - Freedom of Information requests	Available upon request.	
Asset register	Available upon request.	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Available upon request.	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Available on the school website, or paper copies available upon request.	1 paper copy of the following will be provided foc. Additional copies charged at 5p per sheet.
Extra-curricular activities	Available upon request	

	from school office.	
Out of school clubs	Available upon request from school office.	
School publications, leaflets, books and newsletters	Available on school website or upon request from the school office.	
Services for which the school is entitled to recover a fee, together with those fees		
ADDITIONAL INFORMATION:		

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet A4 black and white	Cost based on costs to school including paper.
	Photocopying @ 10p per sheet A4 colour copy	Cost based on costs to school including paper.
	Photocopying @ 7p per sheet A3 black and white	Cost based on costs to school including paper.
	Photocopying @ 15p per sheet A3 colour copy	Cost based on costs to school including paper.
	Postage costs	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	As may arise	Actual cost to be incurred
Other	As may arise	Actual cost to be incurred

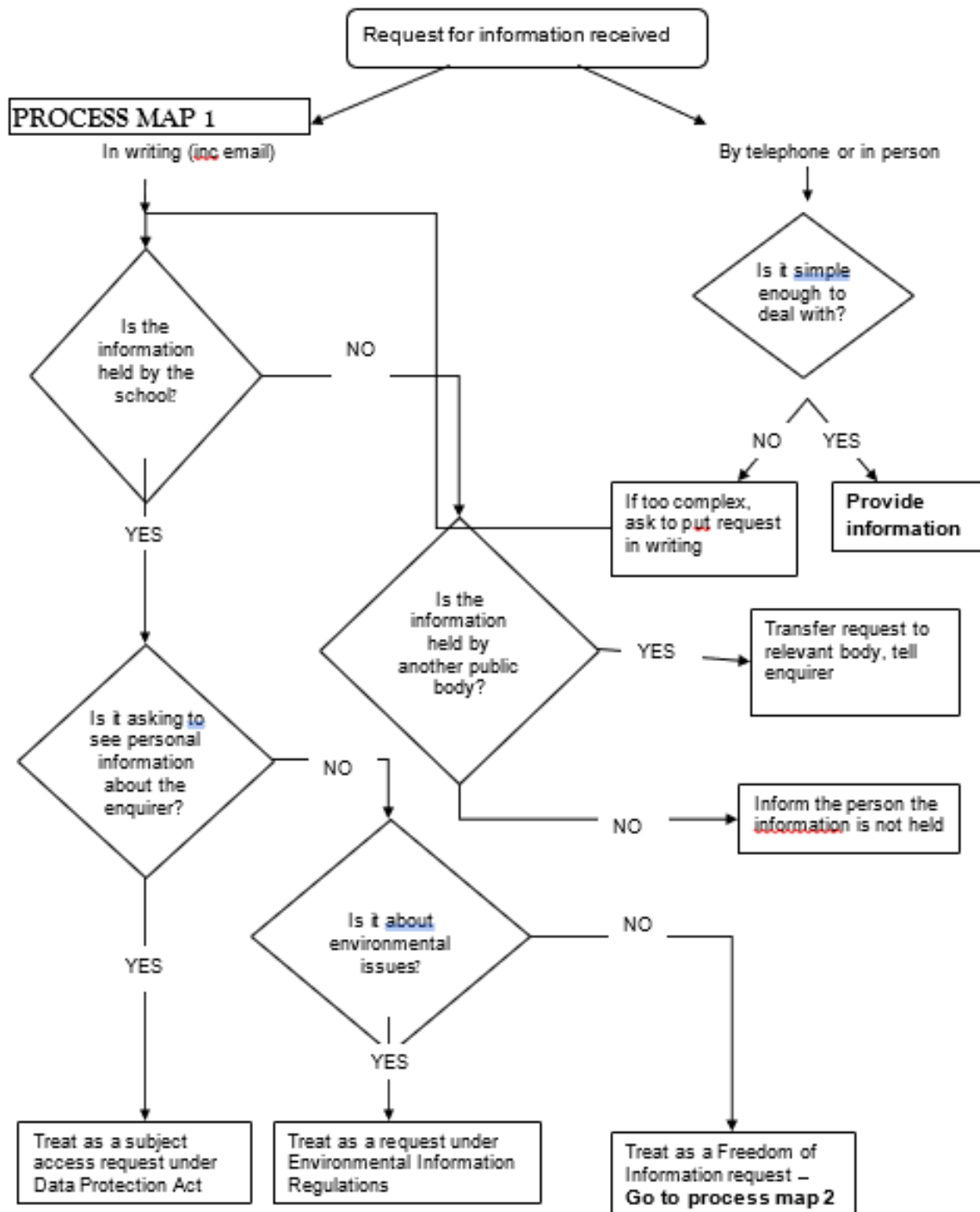
Contact details:

enquiries@sibsey.lincs.sch.uk (School Office)

graeme.wright@sibsey.lincs.sch.uk (Headteacher)

01205 750335 (School Office)

PROCESS MAP 1



PROCESS MAP 2

