

## Freedom of Information Act Publication Scheme

### Aim of the publication scheme

The publication scheme covers the school's commitment on the following points:

- 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 that 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.

### The Classes of Available Information

#### **Who we are and what we do.**

Organisational information, structures, locations and contacts.

#### **What we spend and how we spend it.**

Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

#### **What our priorities are and how we are doing.**

Strategies and plans, audits, inspections and reviews.

#### **How we make decisions.**

Decision making processes and records of decisions.

#### **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

#### **We would expect information in this class to be current only.**

#### **Lists and Registers.**

Information in currently maintained lists and registers only.

**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. This includes information protected by the Data Protection Act.
- 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.

**Requests for information**

Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer, Sara Yarnold, Headteacher. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

**School website**

The school's web site can be accessed at: [www.cathedralprimaryschool.org](http://www.cathedralprimaryschool.org)

**Charges**

Information, in most cases, can be downloaded from the website free of charge. A charge may be made for services to cover administrative costs such as photocopying and postage if information is requested in hard copy format.