

# MILNROW PARISH CHURCH OF ENGLAND PRIMARY SCHOOL

*enjoy, learn, play, succeed*



## Freedom of Information Policy



INVESTOR IN PEOPLE

DATE: Summer 2016

REVIEW DATE: Summer 2018

SIGNED (HEADTEACHER) \_\_\_\_\_

SIGNED (CHAIR OF GOVERNORS) \_\_\_\_\_

## **Milnrow Parish Cof E Primary School**

### **Freedom of Information Policy**

*The governing board is responsible for maintenance of this scheme.*

#### **Introduction**

The Freedom of Information (FOI) Act 2000 gives a general right of access to all types of recorded information held by us. It sets out exemptions from that right and places a number of obligations on us.

Any person who makes a request for information from us must be informed whether we hold that information and supplied with it, subject to certain exemptions.

You can access a full list of exemptions and further guidance at the <https://ico.org.uk/for-the-public/official-information/>

#### **How do I submit a Freedom of Information request?**

Please read our Publication Scheme (Appendix 1) to check that the information you require is not already published before applying.

- Your request must be made by letter or email.
- You must include your title and full name, or if making a business request, the name of your company.
- Be as specific as possible about the information you require.
- Provide a postal or email address.

Requests should be sent to our contact details.

Once your request has been received you will receive a letter or email confirming receipt of your request, depending on whether you have emailed us or sent a letter.

Your request will then be considered under the Freedom of Information Act, and a response will be provided within 20 working days of receiving your request.

If the information is only held by another public authority, the school will endeavour to provide details of where to obtain it.

In exceptional circumstances schools may need to provide information through means such as allowing visits to the school. How to make arrangements to do this will be made clear in your response letter.

#### **How do I complain?**

If you're unhappy with the service you've received or wish to make a complaint or appeal against any decision we've made please contact us first.

Should you still disagree with the decision following the appeal you may wish to contact the Office of the Information Commissioner:

Office of the Information Commissioner  
Wycliffe House, Water Lane, Wilmslow  
Cheshire SK9 5AF  
Telephone: 0303 123 1113

## **What are the Environmental Information Regulations?**

The Environmental Information Regulations give statutory access to environmental information held by public bodies. You can access further guidance on the regulations at the <https://ico.org.uk/for-the-public/official-information/>

## **What are the reasons to refuse a request?**

We can refuse a request if:

- It would cost too much to comply;
- The request is vexatious or repeated; or
- The information is exempt from disclosure under one of the exemptions in the Act;
- We do not hold the information;
- The information is archived, out of date or otherwise inaccessible;
- Or it would be impractical or resource-intensive to prepare the material for routine release.

When refusing we must send the requester a written refusal notice.

We will check the identity of requesters in some instances to ensure that requests are valid as defined in Section 8 (b) of the Freedom of Information Act 2000. This is in accordance with the guidance of the Information Commissioner.

## **Fees and charging**

### **SCHEDULE OF CHARGES**

**This describes how any charges will be arrived at.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ .5p per sheet (black & white)	Actual cost of printing only
	Photocopying/printing @ 5.5p per sheet (colour)	Actual cost of printing only
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	N/A
<b>Other</b>	Staff time	This would be advised once the scope of the request is known. Based on a pro rata hourly rate for staff up to a maximum 1 hour per request.

## APPENDIX 1 – PUBLICATION SCHEME

Milnrow Parish CE Primary School Website: [www.milnrowparishce.rochdale.sch.uk](http://www.milnrowparishce.rochdale.sch.uk)

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
<p>Who’s who in the school</p>	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
<p>Who’s who on the governing board and the basis of their appointment</p>	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
<p>Instrument of Government / Articles of Association</p>	<p>Hard Copy contact school office</p>	<p>Hard copy see charges in FOI policy</p>
<p>Contact details for the Headteacher and for the governing board, via the school (named contacts where possible).</p>	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
<p>School prospectus (if any)</p>	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
<p>Annual Report (if any)</p>	<p>n/a</p>	<p>n/a</p>
<p>Staffing structure</p>	<p>Hard Copy contact school office</p>	<p>Hard copy see charges in FOI policy</p>
<p>School session times and term dates</p>	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
<p>Address of school and contact details, including email address.</p>	<p>Website See website details above</p> <p>Hard Copy contact</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>

	school office	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Hard Copy contact school office	Hard copy see charges in FOI policy
Current and previous financial year as a minimum	Hard Copy contact school office	Hard copy see charges in FOI policy
Annual budget plan and financial statements	Hard Copy contact school office	Hard copy see charges in FOI policy
Capital funding	Hard Copy contact school office	Hard copy see charges in FOI policy
Financial audit reports	Hard Copy contact school office	Hard copy see charges in FOI policy
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy contact school office	Hard copy see charges in FOI policy
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard Copy contact school office	Hard copy see charges in FOI policy
Pay policy	Hard Copy contact school office	Hard copy see charges in FOI policy
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	n/a	n/a
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard Copy contact school office	Hard copy see charges in FOI policy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website See website details above  Hard Copy contact school office	FOC  Hard copy see charges in FOI policy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy contact school office	Hard copy see charges in FOI policy
Current information as a minimum		
School profile (if any) And in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>The latest Ofsted / Estyn / Education and</li> </ul>	Website See website details above  Hard Copy contact school office	FOC  Hard copy see charges in FOI policy

<p>Training Inspectorate report</p> <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> <li>• Post-inspection action plan</li> </ul>		
Performance management policy and procedures adopted by the governing board.	Hard Copy contact school office	Hard copy see charges in FOI policy
Performance data or a direct link to it	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
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	Hard copy see charges in FOI policy
Safeguarding and child protection	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Hard Copy contact school office	Hard copy see charges in FOI policy
Admissions policy/decisions (not individual admission decisions) – where applicable	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
Agendas and minutes of meetings of the governing board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy contact school office	Hard copy see charges in FOI policy
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Website See website details above</p> <p>Hard Copy contact school office</p>	<p>FOC</p> <p>Hard copy see charges in FOI policy</p>
Charging regimes and policies.	<p>Website See website details above</p>	<p>FOC</p> <p>Hard copy see charges in FOI</p>

	Hard Copy contact school office	policy
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard Copy contact school office	Hard copy see charges in FOI policy
Disclosure logs	Hard Copy contact school office	Hard copy see charges in FOI policy
Asset register	Hard Copy contact school office	Hard copy see charges in FOI policy
Any information the school is currently legally required to hold in publicly available registers	Hard Copy contact school office	Hard copy see charges in FOI policy
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website See website details above  Hard Copy contact school office	FOC  Hard copy see charges in FOI policy
Out of school clubs	Website See website details above  Hard Copy contact school office	FOC  Hard copy see charges in FOI policy
Services for which the school is entitled to recover a fee, together with those fees	Website See website details above  Hard Copy contact school office	FOC  Hard copy see charges in FOI policy
School publications, leaflets, books and newsletters	Website See website details above  Hard Copy contact school office	FOC  Hard copy see charges in FOI policy
<b>Additional Information</b> Information that is not itemised in the lists above.	Website See website details above  Hard Copy contact school office	FOC  Hard copy see charges in FOI policy