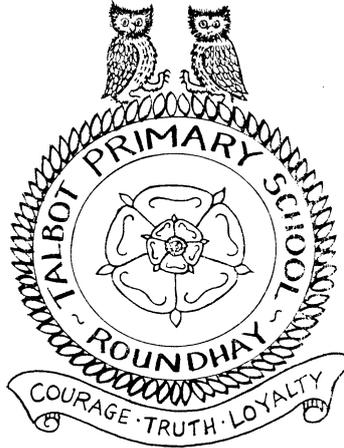


# Talbot Primary School



## Publication Scheme

**Reviewed/Revised: December 2016**

**Next review: December 2017**

## **Background**

Our school is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

## **Scope**

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act. It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the Data Protection Act 1998. Requests for access to such information will be governed in line with the requirements of this legislation.

## **Dealing with Requests**

School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 school days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, school is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 school day period. Repeated or vexatious requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test. Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450). School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

## **Adopting and Maintaining Publication Schemes**

School has adopted the Information Commissioner's Office Model Publication Scheme, in accordance with Section 19 of the Freedom of Information Act, and is committed to updating and maintaining it to keep it current and relevant. Material referred to within the publication scheme, and a copy of the scheme itself, will be readily available. Where charges are applied these are stated at Appendix A below. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

## **Relationship with the Data Protection Act 1998**

School is under a legal duty to protect personal data under the Data Protection Act 1998. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils.

## **Responsibilities**

School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body. All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

## **Contact Details**

For advice and assistance please contact Mrs Julie Alvin, School Business Manager, via the school office. Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

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

Associated documents:

- Information Commissioner's Office: Freedom of Information Act 2000, definition document for the governing bodies of maintained and other state-funded schools in England
- Confidentiality Policy
- Safe Working Practice Policy
- Child Protection Policy

## Freedom of Information

### Guide to information available from Talbot Primary School under the model publication scheme

*(Reference document: Information Commissioner's Office, Definition document for the governing bodies of maintained and other state-funded schools in England)*

#### Charges

**Website:** free by visiting [www.talbot.leeds.sch.uk](http://www.talbot.leeds.sch.uk)

**Hard Copy:** \*cost of printing, per sheet + current postage rate where applicable (\*see Schedule of Charges on page 4); please contact the school office

<b>Who we are and what we do</b> <i>Organisational information, structures, locations and contacts: this will be current information only</i>		
<b>Information to be Published</b>	<b>How the information can be obtained</b>	
Instrument of Government	<b>Website</b>	<b>Hard Copy</b>
School prospectus and curriculum outline	<b>Website</b>	<b>Hard Copy</b>
Governing Body: names and the type of appointment (e.g. parent governor) and how to contact them via the school	<b>Website</b>	<b>Hard Copy</b>
School session times and term dates	<b>Website</b>	<b>Hard Copy</b>
Location and contact information	<b>Website</b>	

**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*

<b>Information to be Published</b>	<b>How the information can be obtained</b>	
Annual budget plan and financial statements		<b>Hard Copy</b>
Capital funding		<b>Hard Copy</b>
Financial audit reports		<b>Hard Copy</b>
Procurement and contracts		<b>Hard Copy</b>
Pay policy		<b>Hard Copy</b>
Staff allowances and expenses		<b>Hard Copy</b>
Staff pay and grading structures		<b>Hard Copy</b>
Governors' allowances		<b>Hard Copy</b>

<b>What our priorities are and how we are doing</b> <i>Strategies and plans, performance indicators, audits, inspections and reviews: current information as a minimum</i>		
<b>Information to be Published</b>	<b>How the information can be obtained</b>	
Performance data supplied to the government	<b>Website</b>	<b>Hard Copy</b>
Latest Ofsted report	<b>Website</b>	<b>Hard Copy</b>
Performance management policies and procedures		<b>Hard Copy</b>
The school's future plans		<b>Hard Copy</b>
Safeguarding and child protection policies and procedures	<b>Website</b>	<b>Hard Copy</b>

<b>How we make decisions</b> <i>Decision making processes and records of decisions: current and previous three years as a minimum</i>		
<b>Information to be Published</b>	<b>How the information can be obtained</b>	
Admissions policy/decisions	<b>Website</b>	<b>Hard Copy</b>
Minutes, agendas and papers of meetings of the Governing Body and (if held) its sub-committees (with the exception of information that is properly considered to be private to the meeting)		<b>Hard Copy</b>

<b>Our policies and procedures</b> <i>Current written protocols, policies and procedures for delivering our services and responsibilities: current information only</i>		
<b>Information to be Published</b>	<b>How the information can be obtained</b>	
School policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent	<b>Website</b>	<b>Hard Copy</b>
Records management and personal data policies		<b>Hard Copy</b>
Equality and diversity policies and procedures	<b>Website</b>	<b>Hard Copy</b>
Policies and procedures for the recruitment of staff		<b>Hard Copy</b>
Charging regimes and policies	<b>Website</b>	<b>Hard Copy</b>

<b>Lists and Registers</b> <i>Currently maintained lists and registers only</i>		
<b>Information to be Published</b>	<b>How the information can be obtained</b>	
Curriculum circulars and statutory instruments	<b>Website</b>	<b>Hard Copy</b>
Disclosure logs		<b>Hard Copy</b>
Asset register		<b>Hard Copy</b>
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>		<b>Hard Copy</b>

**The services we offer**

Information about the services we offer, including leaflets, guidance and newsletters: current information only

Information to be Published	How the information can be obtained	
Extra-curricular activities	Website	Hard Copy
Out of school clubs	Website	Hard Copy
School publications	Website	Hard Copy
Services for which the school is entitled to recover a fee, together with those fees	Website	Hard Copy
Leaflets, books and newsletters	Website	Hard Copy

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	<b>Mono</b> photocopying/printing @ 7p per sheet	Actual cost* £0.003 copy charge £0.004 paper £0.06 admin time (based on Scale Pt.17/per minute inc on-costs/3 ppm average)
	<b>Colour</b> photocopying/printing @ 10p per sheet	Actual cost* £0.03 copy charge £0.004 paper £0.06 admin time (based on Scale Pt.17/per minute inc on-costs/3 ppm average)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>		

\* the actual cost incurred by the public authority