

# St George's C. E. Primary School



## Freedom Of Information Policy and Publication Scheme

**Date Approved:** 2<sup>nd</sup> February 2023

**Approved by:** St George's C E Primary School Governing Body

**Review Date:** Annually (Last Review 24 September 2024)

## 1. Introduction – Freedom of Information Act 2000

1.1 The FOIA was introduced on 30 November 2000 but came fully into force on 1 January 2005. The act gave new rights of access for the public-to-public bodies recorded information.

1.2 The FOIA requires public bodies to action two specific legal obligations:

- to adopt and maintain a publication scheme setting out details of information that the School will routinely make available and how the information can be obtained;
- to comply with requests for information.

## 2. What a publication scheme is and why it has been developed?

2.1 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.*

2.2 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

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

2.4 Our publication scheme conforms to the model scheme for schools approved by the Information Commissioner, which has been adopted by this school:

[View the ICO's Model Publication Scheme Here](#)

### 3. Categories of information published

The classes of information that we undertake to make available are organised into seven topic areas:

*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, plans, performance indicators, audits, inspections and reviews.

*Class 4 – How we make decisions*

*Class 5 – Our Policies and Procedures* - Current written protocols, policies and procedures for delivering our services and responsibilities.

*Class 6 – Lists and Registers* – Currently maintained lists and registers only (not attendance)

*Class 7 – The services we offer* – information about the services we offer, including leaflets, newsletters.

### 4. 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 or letter. Contact details are set out below.

Mrs Sally Sixsmith  
Headteacher

Contact Address: St George's C E Primary School, London Road, St Georges, Telford

TF2 9LJ

Telephone: 01952 387750

To help us process your request quickly, please clearly mark any correspondence "**FREEDOM OF INFORMATION REQUEST**" (in CAPITALS please)

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.

## 5. Making/Processing a Request Under FOIA

- 5.1 The school is aware of its obligations in relation to the FOIA and intends to fulfill its legal obligations.
- 5.2 Requests for information must be in writing (letter, email) and must include the name of the person requesting information, an address for correspondence and a description of the information sought. Requests should be sent to:

Mrs Sally Sixsmith  
Headteacher

Contact Address: St George's C E Primary School, London Road, St Georges, Telford

TF2 9LJ

Telephone: 01952 387750

Alternatively requests can be emailed to:- [admin@stgeorgesschool.org.uk](mailto:admin@stgeorgesschool.org.uk)

- 5.3 Once we receive your request, we may seek more details from you to establish what information you are requesting.
- 5.4 If we do not hold the information you have requested, we will confirm this to you and, wherever possible, provide contact details for other public sector bodies that may hold the information you have requested in our response letter.
- 5.5 If we do hold the information, you have requested then we have to assess this to see if any of the exemptions detailed in the FOIA apply, e.g. if by releasing the information requested we would cause a serious health and safety issue we would apply exemption (section) 38 and not provide you with the information. Exemptions can either be 'Absolute' or 'Qualified'. If an exemption is qualified, then we will apply the Public Interest Test to decide if the application of the exemption should be overruled due to public interest.
- 5.6 A requester will receive a response to their request within 20 working days of the day we receive it (if it is received after 3.30pm then it will be 20 working days from the next working day), regardless of whether we do or do not hold the information. In exceptional circumstances we may not be able to meet the 20 working day deadline, if this is the case, we will contact you to let you know when we hope to send the information requested to you.

- 5.7 We will not provide assistance to applicants whose requests are seen to be vexatious or repeated as defined in section 14 of the FOIA. In deciding if a request is either a vexatious or repeated request, we will consider guidance from the Information Commissioner's Office.
- 5.8 Right of Appeal - In the response the requester receives they will be given details on how to appeal if they are not satisfied with the information we have/have not supplied. The appeal will be processed by a person independent to the original response process.
- 5.9 Fees/Charges - We are allowed to recover the costs of printing, copying and postage and packing. If we require a fee to be paid, then a fees notice will be sent to the requester. If the fees notice has been sent and the requester is not prepared to pay the fee, we may:
- consider whether any information that may be of interest is available free of charge, or
  - consider providing an indication of what, if any, information could be provided without a fee being payable, or
  - consider advising the requester that by refining the request, information may be able to be supplied for a lower fee or at no charge.
- 5.10 The school will provide advice and assistance to people making requests for information. Advice and guidance maybe sought from the Head Teacher using the previously stated contact details.

## **6. Paying for information**

Single copies of information covered by this publication are provided free. 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 or videos we will let you know the cost before fulfilling your request.

## **7. Feedback and Complaints**

We welcome any comments or suggestions you may have about this Scheme. Please write to: Mrs Sally Sixsmith, Headteacher, St George's C E Primary School, London Road, St Georges, Telford TF2 9LJ

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

(Enquiry/Information Line: 01625 545 700)

(E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk))

(Website : [www.ico.org.uk](http://www.ico.org.uk))

## Guide to Information Available from St George's C E Primary School under the Model Publication Scheme

Information to be published.	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> <ul style="list-style-type: none"> <li>• Who's who in the school</li> <li>• Who's who on the governing body / board of governors and the basis of their appointment</li> <li>• Instrument of Government</li> <li>• Contact details for the Head teacher and for the governing body, via the school</li> <li>• Annual Report (if any)</li> <li>• Staffing structure</li> <li>• School session times and term dates</li> <li>• Address of school and contact details, including email address.</li> </ul>	<p>School Website <a href="https://www.stgeorgeschool.org.uk/">https://www.stgeorgeschool.org.uk/</a></p> <p>School Website <a href="https://www.stgeorgeschool.org.uk/">https://www.stgeorgeschool.org.uk/</a></p>	<p>Free</p> <p>Free</p>

<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
<p>Annual budget plan and financial statements</p> <p>Capital funding</p> <p>Financial audit reports</p> <p>Details of expenditure items over £2000</p> <p>Procurement and contracts the school has entered into</p> <p>Pay policy</p> <p>Staff allowances and expenses that can be incurred or claimed 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.</p> <p>Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Hard Copies available on request</p> <p>Hard Copies available on request</p>	<p>1pence per sheet</p> <p>1pence per sheet</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p>		Free

<ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	School profile available on-line: <a href="https://reports.ofsted.gov.uk/provider/21/123527">https://reports.ofsted.gov.uk/provider/21/123527</a> and School website <a href="https://www.stgeorgeschool.org.uk/">https://www.stgeorgeschool.org.uk/</a>	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy on request	1pence per sheet
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 on request	1pence per sheet
Safeguarding and child protection	School Website	Free
<b>Class 4 – How we make decisions</b>	(hard copy or website)	
Admissions policy	School Website <a href="https://www.stgeorgeschool.org.uk/">https://www.stgeorgeschool.org.uk/</a> Telford and Wrekin Council Admissions <a href="http://www.telford.gov.uk/info/20026/school-admissions">http://www.telford.gov.uk/info/20026/school-admissions</a>	Free
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). Current Info only	Available on request	1pence per sheet



<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p>	(hard copy or website)	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Data protection (including information sharing policies)</li> <li>• Records retention, destruction and archive policies (T&amp;W Policy)</li> </ul>	<p>School Website or  Available on request</p>	<p>Free  1pence per sheet</p>
<p>Charging regimes and policies.</p>	<p>School Website  <a href="https://www.stgeorgesschool.org.uk/">https://www.stgeorgesschool.org.uk/</a></p>	<p>Free</p>
<p>Pupil and Curriculum Policies:</p> <ul style="list-style-type: none"> <li>• Positive Behaviour Support Policy</li> <li>• Special Educational Needs</li> <li>• Child Protection Policy</li> <li>• Complaints Procedure</li> <li>• Equality Policy</li> </ul> <p>Other School Policies:</p> <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Relationship and Sex Education</li> <li>• Accessibility Plan</li> </ul>	<p>School website  <a href="https://www.stgeorgesschool.org.uk/">https://www.stgeorgesschool.org.uk/</a>  Available on request</p>	<p>Free  1pence per sheet</p>
<p>Other Statutory Documents:</p> <ul style="list-style-type: none"> <li>• Central record of recruitment and vetting checks</li> <li>• Premises Management documents</li> <li>• Governors and Headteacher Register of Business Interests</li> <li>• Staff Conduct, Discipline and Grievance</li> </ul>	<p>Available on request  Governors Register of Business Interests on website</p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the</p>	<p>(hard copy or website; some information may only be available by</p>	

attendance register).	inspection)	
Curriculum circulars and statutory instruments (Any statutory instruments, departmental circulars and administrative memoranda sent by the DfE to the Headteacher or governing body relating to the curriculum).	Available on request	Free or 1pence per sheet
Asset register	School Inventory and ICT inventory	Free
Any information the school is currently legally required to hold in publicly available registers	On request	Free or 1pence per sheet
<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 only)	(hard copy or website; some information may only be available by inspection)	Free or 1pence per sheet
Extra-curricular activities	Regular Newsletters	Free
Out of school clubs	Regular Newsletters / Via Parentpay	Free
School publications, leaflets, books and newsletters	Hard copies available in school	1pence per sheet

## SCHEDULE OF CHARGES

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost 0.30p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>		