



Policy

Freedom of Information

This policy has been written with regard to the guidance ‘Working together to safeguard children’, ‘Keeping children safe in education’ and the ‘Special Education Needs Code of Practice’, which places Special Education Needs and Disabilities together and abbreviated to SEND. A copy can be seen in the Headteacher’s Office.

The overall objective of the school’s Equality Policy, in line with the Equality Act 2010, is to provide a framework for the school to pursue its equality duties to eliminate unlawful discrimination and harassment, promote equality of opportunity, and promote good relations and positive attitudes between people of diverse backgrounds in all its activities.

Title	Freedom of Information
Date of Issue	May 2020
Review Date	January 2022
Prepared by	Headteacher (Information Commissioner’s Office Model)
To be reviewed by	Headteacher and Governors
Appendices	Appendix 1: Template for Log of FOI Requests
Supply / distribution	Available as a read-only document on the Fynamore school website and hardcopy in the school office.
Other relevant approved documents	None
Authorised by	Headteacher and Governors

1. Introduction

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. One of the aims of the FOIA is that public authorities should be clear and proactive about the information they will make public. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model. The model commits a public authority to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'. To help schools to meet this obligation the ICO has produced a generic model template guide to information for smaller schools to use, particularly primary and nursery schools. Fynamore School has adopted this school generic model template.

The generic template lists the information the ICO thinks that schools should hold and make available within each information class. The Fynamore version of the generic template, shown below, provides a list of all the information the school will make routinely available, explain how it can be accessed and whether or not a charge will be made for it.

The classes of information are listed below:

- Class 1 – Who we are and what we do
- Class 2 – What we spend and how we spend it
- Class 3 – What our priorities are and how we are doing
- Class 4 – How we make decisions
- Class 5 – Our policies and procedures
- Class 6 – Lists and Registers
- Class 7 – The services we offer
- Additional Information (if appropriate)

2. Exclusions

Fynamore School will make the information listed below in the in the generic template available unless:

- we do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that 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.

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

Some information which we hold may not be made public, for example personal information. Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

3. How to request information

Most of our information is published on our website: www.fynamore.org.uk.

If you require a paper version of any of the documents within the scheme, please contact the school via the website, or by telephone, email, or letter.

Website: www.fynamore.org.uk - select the 'Contact Us' menu tab

Email: office@fynamore.org.uk

Tel: 01249 810090

Address: Fynamore Primary School, School Road, Calne, Wiltshire, SN11 9UG.

To help us process your request quickly, please clearly mark any correspondence: **"FOI PUBLICATION SCHEME 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.

4. Paying for information *

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you don't have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free, unless stated otherwise. 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 video), we reserve the right to make a charge to cover our costs. We will let you know the cost before fulfilling your request. This table shows how such charges are calculated:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.29p per sheet (black & white)	Actual cost incurred by the School
Disbursement cost	Photocopying/printing @ 2.9p per sheet (colour)	Actual cost incurred by the School
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 nd class

5. Published Information and how it can be obtained

Information to be published	How the information can be obtained	Cost (Refer to Section 4 above *)
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) <i>Current information only.</i>		
Who's who in the school	Website: www.fynamore.org.uk Hardcopy: Contact Office	Free *
Who's who on the Governing Body / Board of Governors and the basis of their appointment	Website: www.fynamore.org.uk Hardcopy: Contact Office	Free *
Instrument of Government / Articles of Association	Hardcopy: Contact Office	Free *
Contact details for the Headteacher and for the Governing Body, via the school (named contacts).	Website: www.fynamore.org.uk Hardcopy: Contact Office	Free *
School prospectus (if any)	We no longer produce a prospectus	n/a
Staffing structure	Website: www.fynamore.org.uk Hardcopy: Contact Office	Free *
School session times and term dates	Website: www.fynamore.org.uk Hardcopy Contact Office	Free *
Address of school and contact details, including email address	Website: www.fynamore.org.uk Hardcopy: Contact Office	Free *

<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><i>Current and previous financial year as minimum.</i></p>		
Annual budget plan and financial statements	Hardcopy: Contact Office	Free *
Capital funding	Hardcopy: Contact Office	Free *
Financial audit reports	Hardcopy: Contact Office	Free *
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hardcopy: Contact Office	Free *
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).	Hardcopy: Contact Office	Free *
Pay policy	Hardcopy: Contact Office	Free *
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hardcopy: Contact Office	Free *
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.	Hardcopy: Contact Office	Free *
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual Governors.	Hardcopy: Contact Office	Free *

<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p><i>Current information as a minimum.</i></p>		
<p>School profile</p> <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted Report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website: www.fynamore.org.uk Hardcopy: Contact Office</p> <p>Website: www.fynamore.org.uk Hardcopy: Contact Office</p> <p>Website: www.fynamore.org.uk Hardcopy: Contact Office</p>	Free *
<p>Performance management policy and procedures adopted by the Governing Body.</p>	Hardcopy: Contact Office	Free *
<p>Performance data or a direct link to it</p>	<p>Website: www.fynamore.org.uk Hardcopy: Contact Office</p>	Free *
<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</p>	<p>Website: www.fynamore.org.uk Hardcopy: Contact Office</p>	Free *
<p>Safeguarding and child protection</p>	<p>Website: www.fynamore.org.uk Hardcopy: Contact Office</p>	Free *
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p><i>Current and previous three years as a minimum.</i></p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website: www.fynamore.org.uk Hardcopy: Contact Office</p>	Free *
<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>	Hardcopy: Contact Office	Free *

Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hardcopy: Contact Office Hardcopy: Contact Office Website: www.fynamore.org.uk Hardcopy: Contact Office	Free *
Charging and Remissions Policy	Website: www.fynamore.org.uk Hardcopy: Contact Office	Free *
All other policies not detailed above	Hardcopy: Contact Office	Free *
Class 6 – Lists and Registers <i>Currently maintained lists and registers only (this does not include the attendance register).</i>		
Curriculum circulars and statutory instruments	Hardcopy: Contact Office	Free *
Disclosure logs	Hardcopy: Contact Office www.fynamore.org.uk (see Appendix 1 of this document)	Free *
Asset register	Inspection only	Free *
Any other information the school is currently legally required to hold in publicly available registers	Hardcopy: Contact Office or Inspection only (dependent on type)	Free *
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only.</i>		
Extra-curricular activities	Website: www.fynamore.org.uk Hardcopy: Contact Office	Free *
Out of school clubs	Website: www.fynamore.org.uk Hardcopy: Contact Office	Free *
Services for which the school is entitled to recover a fee, together with those fees	Hardcopy: Contact Office	Free *
School publications, leaflets, books and newsletters	Website: www.fynamore.org.uk Hardcopy: Contact Office	Free *

<p>Additional Information</p> <p>Any information that is not itemised in the lists above.</p>		
<p>Please contact school to ascertain if the required information is held, and whether it is practicable to prepare it for release, in accordance with the provisions of the Freedom of Information Act.</p>	<p>Website: www.fynamore.org.uk or Hardcopy: Contact Office or Inspection only</p> <p><i>(dependent on particular information)</i></p>	<p>Free *</p>

6. Feedback and Complaints

We welcome any comments or suggestions you may have about this scheme. If you want to make any comments about this publication scheme, or if you require further assistance, or if you wish to make a complaint, then initially this should be addressed to Mrs S Fowler, 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 deals with formal complaints. You should raise the matter with the ICO within three months of your last meaningful contact with us concerning the issue.

The ICO can be contacted at their Head Office:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate)

To contact the ICO by **email or live chat**, please go to the following website:

ico.org.uk/global/contact-us/

7. Monitoring

The Governing Body's Leadership and Management Committee will monitor and review this policy every 2 years as part of its terms of reference.

