Freedom of Information Publication Scheme (High Level)

[Version v1.1]

If you would like a copy of any documentation, please contact the school office:

[Carleton Rode - office@carletonrode-primary.norfolk.sch.uk or Forncett – office@forncett.norfolk.sch.uk

Background
The Governing Body must ensure that the school is registered with the Information Commissioner's Office (ICO).
Also, the school must conform to the Freedom of Information Act 2000 which gives a right of access to information held by public bodies, including schools and academies (schedule 1, Part IV). https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/

In line with Section 19 of this Act, schools must produce a publication scheme which makes it clear to the public what information they will make public when required to respond to requests for information under this legislation. Data Protection Education use the ICO model template for the Publication Scheme.

The school publication scheme should set out:

- The classes of information which will be published or which the school intends to publish either on their website or in hard copy version
- The manner in which the information will be published
- Whether the information is available to download from the website free of charge or via payment to the school

The publication scheme should conform to the model scheme for schools approved by the Information Commissioner (see references above) or a bespoke policy should be authorised by the Information Commissioner's Office (ICO).

Introduction
The School is registered with the Information Commissioner's Office (ICO) and conforms with its requirements under the Freedom of Information Act 2000. This Act gives a right of access to information held by public bodies, including schools and academies, which are required to produce a Publication Scheme that makes it clear to the public what information they will make public when required to respond to requests for information.

The Policy: In line with advice from the Local Authority, we have adopted Data Protection Education's model Publication Policy, which is based on the ICO's 'Model Publication Scheme' which covers primary schools, high school and academies.

Requirements of the Policy: As a school we are required to publicise the fact that information is available under this scheme and this is carried out annually at the beginning of the new academic year in September.

Under this scheme, we agree to review the information we are publishing. This will be done annually as we update the website. We also agree to make new information available promptly – this will be done via the school newsletter and website.

As an organisation we agree to update old information. This is carried out regularly as a matter of course, often through national channels such as the Ofsted website or the DfE school performance tables.

Information about the school is available through Local Authority as well as the government's official register of educational establishments in England and Wales - Get Information About Schools (GIAS). GIAS is also the national database of school governors https://get-information-schools.service.gov.uk/

What is Available: Information that is available is detailed below in table format and shows where the information can be sourced. Some information in our Publication Scheme is available in hard copy paper format from the school office, upon request. For ease of access, a large percentage of our Publication Scheme documents are available from our school website, and these are free to download.

Under this scheme, some personal and sensitive information is exempt from publication. Where information is not available online, we must respond promptly to any requests to see it. However, we are not required to create new information in order to comply with the act.

We seek at all times to keep parents and other members of the public fully informed of our activities through our website and newsletters (also available through the school's website)

Charging for access to information: Where information outlined in the Definition Document is not available on the website – either because it is not in electronic format or is too unwieldy to be transferred in such a format – we will make it available to be viewed in the school.
In the first instance, you should contact the School office to arrange a viewing.

Contact details: Email address Email address: Office@carletonrode–primary.norfolk.sch.uk or call on 01953 789384.
Email address: Office@forncett.norfolk.sch.uk or call on 01508 530506

Photocopies of such information are also available, charges for copies are shown on the final page of this document.

How Carleton Rode and Forncett Primary Federation is responding to the requirements of the Freedom of Information Act 2000

The purpose of our publication scheme is to demonstrate how we respond to the specific requirements of the Freedom of Information Act 2000 and how we are fulfilling the aims and objectives of the school.

Reference documents

This policy should be read in conjunction with the following guidance document:

Definition document for governing bodies of maintained schools in England produced by the ICO (as revised in 2013)
https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf

Reference should be made to the following DPE/ School policies: GDPR Policy and Retention of Records Policy.

Classes of information published

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 relating to projected and actual income and expenditure, procurement, contractual agreements and financial audit

Class 3: **The school's priorities and how they are being achieved** - Strategies and plans, performance indicators, audits, inspections and reviews

Class 4: **How we make decisions as a school -** Decision making process and records of decisions

Class 5: **Our policies and procedures** –This list includes all statutory DfE Policies (to be published and for internal school use) under this class of information as well as our current written protocols, policies and procedures for delivering our services and responsibilities

Class 6: **Lists and registers** - Any information that the school is legally required to hold in publicly available registers

Class 7: **The services offered by the school** – Information about the services offered by the school, including leaflets, guidance and newsletters produced for public

Maintained Schools: Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts		
Who's who in the school (ICO)	Website	Free
Who's who on the Governing Body and the basis of their appointment (ICO) https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/121110 - Carleton Rode https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/121117 - Forncett	Website or link to GIAS GOV.UK database	Free
Instrument of Government (DfE) https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/121110 - Carleton Rode	Website or link to GIAS GOV.UK database	Free

https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/121117 - Forncett		
Contact details for the Headteacher/ Chair of Governors, via the School's Office (ICO)	Website	Free
School prospectus (ICO)	Website Hard copy	Free
School session times and term dates, including Inset days (ICO)	Website	Free
Contact details, including School Office, individual schools and email address (ICO)	Website	Free

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Annual budget plan and financial statements (ICO)	Local Authority Website Childrens Services ICT Solutions (norfolk.gov.uk)	Free
Capital funding (ICO)	Local Authority Website	Free

	Childrens Services ICT Solutions (norfolk.gov.uk)	
Financial audit reports (ICO)	Upon written request to school	Nominal Charge*
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors (ICO)	Upon written request to school	Nominal Charge*

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Performance management policy and procedures adopted by the Governing Body (ICO)	Upon written request to school	Nominal Charge*
Performance data or a direct link to it	Website	Free
Ofsted inspection reports (ICO)	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status (ICO)	Website Upon written request to school	Free Nominal Charge*

Safeguarding and child protection (ICO)	Website	Free

Class 4 – How we make decisions

Decision making processes and records of decisions

Admissions policy (ICO/DfE)	Website	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) (ICO)	Upon written request to school	Nominal Charge*

Class 5 – Our policies and procedures (Please see table below)

The School's current written protocols, policies and procedures for delivering our services and responsibilities

Statutory Documents - *this list also includes **all** DfE statutory documents some of which may be combined within other school documentation. It also shows which are available on the school website and free to download as well as other statutory documents which are held by the school for their internal use.*	**Availability**	**Held by School for Internal Use Only**
Accessibility Plan	Website - Free	
Admissions Policy	Website - Free	
Behaviour in Schools Policy	Website - Free	
Behaviour Principles written statement	Website - Free	
Capability of Staff	N/A	Internal Use
Careers guidance: details of your careers programme and a provider access statement	N/A	Internal Use
Charging and Remissions Policy	Website - Free	

Child Protection Policy and Procedures	Website - Free	
Children with health needs who cannot attend school	Website - Free	
Complaints Policy	Website - Free	
Data Protection Policy	Website - Free	
Designated teacher for looked-after and previously looked-after children	N/A	Internal Use
Early Years Foundation Stage EYFS	N/A	Internal Use
Equality information and objectives (public sector equality duty) statement for publication	Website - Free	
First Aid in Schools	N/A	Internal Use
Governors Allowances (Schemes for paying)	N/A	Internal Use
Health and Safety Policy	N/A	Internal Use
Instrument of Government	Website - Free	

Newly Qualified Teachers (NQT)	N/A	Internal Use
Premises Management Document	N/A	Internal Use
Protection of Biometric Information held in schools	N/A	Internal Use
Register of business interests of headteachers and governors	N/A	Internal Use
Register of student's admission to school and attendance	N/A	Internal Use
School Exclusion Policy	N/A	Internal Use
School information published on a website	Website - Free	
Sex and relationships education	Website - Free	
Single Central Record of security and vetting checks	N/A	Internal Use
Special Educational Needs and Disability SEND)	Website - Free	
Staff discipline, conduct and grievance (procedures for addressing)	N/A	Internal Use

Statement of procedures for dealing with allegations of abuse made against staff	N/A	Internal Use
Supporting students with medical conditions	Website - Free	
Teachers Pay	N/A	Internal Use

Class 6 – Lists and Registers		
Asset register (ICO)	By inspection - upon written request	Free
Any information the school is currently legally required to hold in publicly available registers (ICO)	By inspection - upon written request	Free

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Extra-curricular activities (ICO)	Website	Free
Out of school clubs (ICO)	Website	Free
Services for which the school is entitled to recover a fee, together with those fees (ICO)	Website	Free
School publications, leaflets, books and newsletters (ICO)	Website	Free