Freedom of Information Publication Scheme (High Level)

If you are reading a printed version of this document, you should check the GDPR section of the school's website to ensure that you have the most up-to-date version.

[Version v1.2]

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

Roydon Primary School
Manor Road
Roydon
Diss
IP22 5QU

01379 642628

office@roydon.norfolk.sch.uk

Version	Author	Date	Approved by	Effective from	Review
1.0 template	LM / SL	16 April 2020	JE (DPE)	16 April 2020	Annually
1.1 template	LM / SL	2 December 2020		2 December 2020	
1.2	JE	13 October 2022			

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 that 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 that 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 that will be published or that 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).

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, that 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, that is based on the ICO's 'Model Publication Scheme' that 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.

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 - office@roydon.norfolk.sch.uk or call on 01379 642628.

How Roydon Primary School 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.

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 our 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 the 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		
Information to be provided on the website by the school: • The school name, address, telephone number and type of school • School opening hours • School email address for contact • The names of the Headteacher and Chair of Governors • School contact details for the Headteacher and Chair of Governors (named contact where possible) • The name of the SENDCo • A copy of the latest Ofsted report or a link • Who's who in the school and staffing structure • Who's who on the Governing Body and the basis of their appointment • School session times and term dates and staff INSET days • Information about the School Admissions Policy • A statement of the school's ethos and values • Information on the school's policy on providing for students with Special Educational Needs and Disability (SEND) • Information on the School's Equality Policy and Accessibility Plan • Behaviour Policy • Complaints Policy • Charges and Remissions Policy • Pupil Premium – details of funding received, plans for expenditure, evaluation of student outcomes	In addition to website: Get information about schools	Free

• PE Sports Premium Grant – details of funding, plans for expenditure, evaluation of student outcomes • National Curriculum assessment results for appropriate key stages, with national summary scores • Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable	Website	Free
Information about governors: • Instrument of Government • Details of the Governing Body membership, including names and school contact details of the Chair of the Governing Body and the Clerk to the Governing Body • Details of how to contact the governors via the school • Minutes of Governing Body meetings • Details of what can be claimed by governors • A record of expenses that have been claimed by governors • A record of payments made to individual governors • Any major proposals for the future of the school, e.g. consultation to convert to Academy status, change of status, additional Key Stage, change to Local Authority agreed Pupil Admission Number (PAN). Any such items would be included in minutes	Website Website Website Hard copies Electronic copy Hard copy Hard copy Hard copy	Free Free Free £1 per meeting Free £1 £1 £1

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 (at least current and previous financial year)

Annual budget plan and financial statements • Information relating to the school's budget received by the school from the LA in February • The original budget plan agreed by Governors prior to the start of the new financial year. • Termly budget revisions agreed by Governors • Details of proposed procurement and contractual agreements agreed by Governors prior to the new financial year	Children's Services ICT Solutions (norfolk.gov.uk) FGB minutes	Free £1 per meeting
Capital funding	Children's Services ICT Solutions (norfolk.gov.uk)	Free
Financial audit reports • Audit action plan • Progress towards action plan	Upon written request to school	£1 per copy
Pay Policy & Performance Management, as agreed by FGB • Teaching: School teachers' pay and conditions 2022 • Support Staff: Local Authority model policy • Leadership group range: School teachers' pay and conditions 2022 Page 11	Upon written request to school	£1 per copy
Pupil Premium • Allocation • Detailed expenditure plans • Outcome of the previous year's expenditure and impact • Use of the Recovery Premium	Website	Free
PE Sports Grant • Allocation • Detailed expenditure plans • Outcome of the previous year's expenditure and impact		

Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
Ofsted inspection reports	Website	Free
Performance data (to 2019 only)	Website	Free

Class 4 – How we make decisions Decision making processes and records of decisions		
Admissions policy	Website	Free
Suspensions and Permanent Exclusions policy	Website	Free
Agenda and minutes of meetings of the FGB NB this will exclude information that is properly regarded as confidential to the meetings	Upon written request to school	£1 per meeting

Class 5 – Our policies and procedures

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

Statutory Documents	Availability	Held by school for internal use only
Accessibility Plan	Website - Free	
Admissions Policy	Website - Free	
Behaviour Policy	Website - Free	
Behaviour Principles written statement	Website - Free	
Capability of Staff	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	
Policy for looked-after and previously looked-after children	Website - Free	
Early Years Foundation Stage (EYFS)	Website - Free	
Equality information and objectives (public sector equality duty) statement for publication	Website - Free	
First Aid in Schools	Website - Free	
Governors' Allowances (Schemes for paying)	N/A	Internal Use

Health and Safety Policy	Website - Free	
Instrument of Government	Website - Free	
Early Career Teachers (ECT)	N/A	Internal Use
Register of business interests of headteacher and governors	Website - Free	
Register of student's admission to school and attendance	N/A	Internal Use
School Exclusion Policy	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	Website - Free	
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

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, fax or letter.

Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not 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. However, if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or if the information is a priced item e.g. some printed publications or videos, we will let you know the cost before fulfilling your request.

Records management policy
The school retains its records under the Records Management Policy and Information Classification Guidelines.

Monitoring and evaluation
In order to monitor and evaluate the policy, we welcome any comments or suggestions you may have about the scheme. If you want to make a comment about this publication scheme or if you require further assistance or wish to make a complaint, initially this should be addressed to the headteacher at the school.

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.

They can be contacted at:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745. Fax: 01625 524510.

Website: www.ico.org.uk.