

FREEDOM OF INFORMATION PUBLICATION SCHEME

Reviewed: January 2020



This model publication scheme has been prepared and approved by the Information Commissioner and has been adopted without modification by the Governors of Clapham Manor Primary School and will be valid until further notice.

This publication scheme commits Clapham Manor Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Clapham Manor Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

Clapham Manor Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

GUIDE TO INFORMATION AVAILABLE FROM CLAPHAM MANOR PRIMARY SCHOOL UNDER THE MODEL PUBLICATION SCHEME



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) This will be current information only	School website	Free
Who's who in the school	School website	Free
Who's who on the governing body / board of governors and the basis of their appointment	School website	Free
Instrument of Government	Hard Copy	Upon Request
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website	Free
School prospectus	Hard Copy	Free
Annual Report	Hard Copy or School Website	Free
Staffing structure	Hard Copy or School Website	Free
School session times and term dates	Hard Copy or School Website	Free
Address of school and contact details, including email address.	School 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) Current and previous financial year as a minimum	Hard Copy	Upon Request
Annual budget plan and financial statements	Hard Copy	Upon Request
Capital funding	Hard Copy	Upon Request
Financial audit reports	Hard Copy	Upon Request
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).	Hard Copy	Upon Request

Pay policy	Hard Copy	Upon Request
Staffing, pay and grading structure.	Hard Copy	Upon Request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	Upon Request
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Hard Copy or School Website	Upon Request
School profile <ul style="list-style-type: none"> • Performance data supplied to the 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 	School Website	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy	Upon Request
Performance data or a direct link to it	School 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	Hard Copy or School Website	Upon Request
Safeguarding and child protection	Hard Copy or School Website	Upon Request
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard Copy or School Website	Upon Request
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).	Hard Copy	Upon Request
Class 5 – Our policies and procedures	(hard copy or website)	

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff code of conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Single Equality policy • Staff recruitment policy • Lettings • Managing Allegations Against Staff 	Hard Copy	Upon Request
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Sex and Relationship Education • Inclusion • Accessibility • Behaviour • Admissions • Anti-Bullying • Attendance • Charging and Remissions • Extremism and Anti-Radicalisation • Intimate Care • Online Safety • PSHCE • Special Educational Needs and Disability Policy • Supporting Pupils with Medical Conditions 	Hard Copy or School Website	Upon Request
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) • Privacy Notices 	Hard Copy or School Website	Upon Request
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Hard copy; some information may only be available by inspection	Upon Request
Curriculum circulars and statutory instruments	Hard copy; some information may only be available by inspection	Upon Request
Disclosure logs	Hard copy; some information may only be available by inspection	Upon Request

Asset register	Hard copy; some information may only be available by inspection	Upon Request
Any information the school is currently legally required to hold in publicly available registers	Hard copy; some information may only be available by inspection	Upon Request
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard Copy or School Website	Free
Out of school clubs	Hard Copy or School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy or School Website	Free
School publications, leaflets, books and newsletters	Hard Copy or School Website	Upon Request
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Hard Copy or School Website	Upon Request