



Stockland CE Primary Academy

Freedom of Information Policy and Publication Scheme

Status	ICO Statutory Guidance
Policy Written	Dec 2020
Policy Agreed	3 Feb 2021
Panel Responsible:	Governing Board
Origin:	ICO Guidance
Date Full Review:	Feb 2023 (with statutory updates as required)
Policy Management:	DPO/Clerk

1 AIM SCOPE OF THE POLICY

1.1 One of the aims of the Freedom of Information Act 2000 ('the Act') is that all schools should be clear and proactive about the Information they will make public. This policy sets out:

1.1.1 The classes of Information which Stockland CE Primary Academy Trust ("the Trust") publishes or intends to publish;

1.1.2 The manner in which the Information will be published;

1.1.3 Whether the Information is available free of charge or on payment.

1.2 This covers Information already published and Information which is to be published in the near future. All Information in the Trust's publication scheme is either available on its website to download and print off or available in paper form. Some Information which the Trust holds will not be made public, for example, personal Information. The publication scheme conforms to the model scheme for schools approved by the Information Commissioner: <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

1.3 Further individuals may make requests for specific types of Information:

- Freedom of Information requests.
- Subject access requests
- Requests for education records.

2 CATEGORIES OF INFORMATION PUBLISHED

2.1 The classes of Information that the TRUST undertakes to make available are organised into seven broad topic areas:

2.1.1 Class 1: Who we are and what we do

2.1.2 Class 2: What we spend and how we spend it

2.1.3 Class 3: What our priorities are and how we are doing against them

2.1.4 Class 4: How we make decisions

2.1.5 Class 5: Our policies and procedure

2.1.6 Class 6: Lists and registers

2.1.7 Class 7: The services we offer

3 HOW TO REQUEST INFORMATION

3.1 Any person can submit a written request for Information held by the Trust. Individuals who wish to request a paper version of any of the documents within the scheme, should contact the Trust by telephone, email, fax or letter. Contact details are set out below:

Email: admin@stocklandprimary.org.uk

Tel: 01404 881 456

Contact address: **Stockland Primary School, Stockland, Honiton, EX14 9EF**

3.2 **Time Frame**

The regulations state that the time limit for compliance under the Act will be whichever is the shorter period;

20 working days following the date of receipt, excluding any day which is not a school day (this effectively equates to a period of 20 school days); **or** 60 working days following the date of receipt.

- *A 'school' day will be any day on which there is a session and the pupils are in attendance.*
- *'Working days' exclude school holidays and 'inset' or training days where the pupils are not present.*

3.3 The Trust will operate by the safeguard in the Act whereby any 'manifestly unreasonable' request or one where the Information is already in the public domain or the cost in time or labour is excessive, need not to be complied with.

3.4 Where requests for Information relate to professional activity (eg academic research) the Trust will attempt to be supportive; where a request seems to stem from dissatisfaction with the work of a school within the Trust the attempt will be made to conduct a constructive discussion with the person(s) concerned.

3.5 To help the Trust process requests quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please). If the Information isn't available via the scheme and isn't on the Trust's website, individuals can still contact the Trust to ask for Information. The request will be passed to the relevant Headteacher or administrator.

3.6 A Freedom of Information request should:

3.6.1 Be in writing, including email or fax;

3.6.2 State the enquirer's name and correspondence address (email address allowed);

3.6.3 Describe the Information requested. The Trust must be able to locate the Information and there must be sufficient Information held to support this request.

4 **SPECIFIC REQUESTS FOR INFORMATION**

4.1 If there is a request made under the Freedom of Information Act, a subject access request or a request for education records then the Data Protection Officer should be contacted.

4.2 It is important to note that these requests have to be responded to within a particular period of time and there are important exemptions to freedom of Information requests and subject access requests. Therefore, if there are any concerns about disclosing any Information then this should be checked first. If there is any doubt then please make contact as a matter of urgency.

5 **PAYING FOR INFORMATION**

5.1 Information published on the Trust's website is free, although individuals may incur costs from their internet service provider in accessing it. Single copies of Information covered by this publication are provided free unless stated otherwise in the Publication Scheme. If a request means that the Trust has 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, it will inform an individual of the cost before fulfilling their request.

- 5.2 The Trust will charge at the current rate for photocopying, with an additional administration charge for requests requiring extensive staff time and costs.
- 5.3 Please see our publication scheme for more detail about the classes of Information currently published.

6 MONITORING THIS POLICY

The Trust welcomes any comments or suggestions about the scheme. Comments about this publication scheme, requests for further assistance or complaints should be addressed to: The Principal, Stockland CE Primary Academy Trust, Stockland Primary School, Stockland, Honiton, EX14 9EF

- 6.1 If individuals wish to make a formal complaint, it needs to 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.

GUIDE TO INFORMATION AVAILABLE UNDER THE TRUST PUBLICATION SCHEME**Class 1. Who We Are and What We Do**

Information	How the Information can be obtained	Cost
Who's who in the management staff team	Academy Website	Free
Who's who on the Governing Board	Academy Website	Free
Articles of Association	Academy Website	Free
Contact details for the Head teacher and the governing board	Academy Website	Free
Annual Report	Academy Website	Free
Staffing structure	Academy Website	Free
School session times and term dates	Academy Website	Free
Address of school and contact details, including email address.	Academy Website	Free
School Prospectus and Curriculum	Academy Website	Free

Class 2. What We Spend and How We Spend It

Information	How the Information can be obtained	Cost
Annual budget plan and financial statements	Academy Website	Free
Capital funding	Academy Website	Free
Financial audit reports	Academy Website	Free
Pay Policy	School Office	Cost of Printing and Postage

Class 3. What Our Priorities Are And How We Are Doing

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

Information	How the Information can be obtained	Cost
The latest Ofsted Reports	Academy Website	Free
Post Ofsted Inspection Action Plans	School Office	Cost of Printing and Postage
Performance data or a direct link to it	School Website	Free
Performance Management/Appraisal Policy	School Office	Free
The Trust's vision and objective	Website	Free
Safeguarding and child protection	Website	Free

Class 4. How We Make Decisions

(Decision making processes and records of decisions)

Information	How the Information can be obtained	Cost
Admissions policy	Website	Free
Agendas and minutes of meetings of the Governing Board and its committees. (NB this will exclude Information that is properly regarded as confidential to the meetings).	Website/School Office	Free

Class 5. Our Policies and Procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information	How the Information can be obtained	Cost
School Policies	Website School Office	Free Cost of printing and postage
Data Protection (GDPR Policy) Charging & Remissions Policy	Website Website	Free

Class 6. Lists and Registers

Information	How the Information can be obtained	Cost
Currently maintained lists and registers only (this does not include attendance registers)	(Hard copy and/ or website) Some Information may only be available for inspection)	Cost of printing and postage
Asset register	School Office	Cost of printing and postage
Conflict of Interest Register	Website/School office	Free

Class 7. The Services We Offer

Information	How the Information can be obtained	Cost
Extra-curricular activities Out of school clubs Services for which the school is entitled to recover a fee, together with those fees School publications, leaflets, books and newsletters	Individual School Websites	Free

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.

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the Trust

POLICY HISTORY			
Date	Action	Ratification date	Author
20/09/20	Policy re-written considering current legislation under the Act	Oct 2020	Clerk

