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Central:	Trust-wide, applicable at trust and school levels. Schools may not make any changes or adaptations

Freedom of Information Publication Scheme

Kidmore End CE Primary

Approved by:	**Estates & Safeguarding**
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1. Introduction

All public authorities, including schools and academy trusts, are required under the Freedom of Information Act to adopt a publication scheme that the Information Commissioner's Office (ICO) has approved. ODST Trustees have adopted the Model Publication Scheme below in its entirety. The implementation of this policy has been delegated to the headteacher and monitoring of its implementation to the Local Governing Body.

The scheme sets out ODST's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

2. ICO Model Publication Scheme

Information Commissioner's Office

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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

The authority 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.

3. Contact Information for 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. Please send your request to:

Insert details of who to contact at your school
Postal address and email address

4. Guide to Information Available from ODST Schools

Information to be published	**How you can obtain the information**	**We may charge**
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts Current information only		
Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address	School website	
Head teacher's contact details	School website	
Who's who in the school	School website	
Who's who on the local governing body and selection criteria for appointment LGBs contact details	School website	
Trustees' contact details	ODST website	
Trustee who's who	ODST website	
Articles of Association	ODST website	
School prospectus	School website	
School session times and term dates	School website	

Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Annual budget and financial statements	Hard copy on request	✓
Annual accounts	Hard copy on request	✓
Capital funding	Hard copy on request	✓
Financial Audits reports	Hard copy on request	✓
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy on request	✓
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy on request	✓
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy on request	✓
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Hard copy on request	✓
LGB member allowances that can be incurred or claimed, and a record of total payments made to individual LGB members	Hard copy on request	✓
Procurement and contracts we have entered into	Hard copy on request	✓
Details of any premiums we receive such as Pupil premium.	Hard copy on 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		
Annual Report	Hard copy on request	✓
Latest reports from regulators (Ofsted / SIAMS) Summary Full report Post-inspection action plan	School website	
Exam and assessment results	School website	
Performance tables	School website	
Careers programme information	School website	
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	School website	
School profile and performance data supplied to the English Executive (or a direct link to the data)	School website	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	School website	
Class 4 – How we make decisions Decision making processes and records of decisions		

Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions *(eg application numbers/patterns of successful applicants, including criteria on which applications were successful)*	School website	
Agendas and minutes of meetings of the LGB and its committees, unless an exemption applies to the information or parts of it.	Hard copy on request	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	School website	
Safeguarding and child protection, including protecting children's personal data	School website	
Equality and Diversity	School website	
Policies and procedures relating to recruitment and human resources	Hard copy on request	✓
Special educational needs	School website	
Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School website	
Pay Policy	Hard copy on request	✓
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	School website	
Charging regimes and policies	School website	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register) Some information may only be available by inspection		
Curriculum circulars and statutory instruments		
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	School website	
Disclosure logs, ie information provided in response to FOIA requests	Hard copy on request	✓
Asset register and Information Asset register	Hard copy on request	✓
Any information we are currently legally required to hold in publicly available registers	Hard copy on 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 Some information may only be available by inspection		
Extra-curricular activities	School website	
Out of school clubs	School website	
Services for which we are entitled to recover a fee, together with those fees	School website	
Requests for paper copies of information	School website	
Our publications, leaflets, books and newsletters	School website	

Charges may be made for actual disbursements such as large amounts of photocopying/printing or large postal charges. This also applied to priced items such as some printed publications or videos. Details of costs can be obtained on request. We reserve the right to refuse to supply information where the cost of doing so exceeds the current statutory maximum of £450.