



FREEDOM OF INFORMATION POLICY

STATUTORY

OWNER :	Gill Potter
GOVERNOR'S COMMITTEE:	Full Governing Body
DATE OF LAST REVIEW:	Autumn Term 2022
NEXT REVIEW DATE:	Autumn Term 2024

Furzeffield Primary School

Freedom of Information Act Publication Scheme

1. The Governing Body of Furzeffield Primary School has adopted this model publication scheme which has been prepared and approved by the Information Commissioner's Office (ICO).

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

3. The scheme commits the 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, (item 4).
 - 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 a specified licence.

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

4. 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.

5. 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.

6. 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 the School 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.

7. 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

8. 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.
9. 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.
10. 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.

11. 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.

Freedom of Information

Guide to information available from Furzeffield Primary School under the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copies and/or website
Who's who in the school	Hard copy and/or website
Who's who on the governing body and the basis of their appointment	Hard copy and/or website
Instrument of Government	Hard copy
Contact details for the Head teacher and for the governing body, via the school	Website
School Prospectus	Hard copy
Staffing structure	Hard copy

School session times and term dates	Hard copy and/or website
Curriculum Statement	Website
Address of school and contact details, including email address	Website
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	Hard copies and/or website
Annual budget plan and financial statements	Hard copies
Capital funding	Hard copy
Financial audit reports	Hard copies
Pupil Premium Statement	Website
PE/Sports Grant Statement	Website
Procurement and contracts the school has entered into	Hard copies
Pay policy	Hard copy

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £100,000 per annum) by reference to categories	Hard copy
Staffing, pay and grading structure	Hard copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy
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 copies and/or website
<ul style="list-style-type: none"> • Performance data supplied to the English Government via direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • School Development Plan 	Via website links Via website links Hard copy
Performance management policy and procedures adopted by the governing body	Hard copy

The school's future plans	Hard copy
Safeguarding and child protection	Hard copies of policies and/or website
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy and/or website
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy/website/Surrey County Council
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 copies/GB Clerk
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copies and/or website
Behaviour Charging & Remissions Policy Responding to Concerns procedures	Website Website Hard copies

Data Protection Policy Disciplinary & Capability Procedure Freedom of Information Policy Health & Safety Policy Pay Policy Special Educational Needs Policy Staff Appraisal Policy	Hard copy Hard copy Hard copy Hard copy Hard copy Website Hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard copies and/or website; some information may only be available by inspection
Asset/Equipment registers	Hard copies
Any information the school is currently legally required to hold in publicly available registers	Hard copy (if any)
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 copies and/or website; some information may only be available by inspection

Extra-curricular activities	Hard copies
Out of school clubs	Hard copies
Lettings	Website
School publications, leaflets, books and newsletters	Hard copies (some on website)

CONTACT DETAILS

The website for the school is www.furzefield.surrey.sch.uk

Email: sbm@furzefield.surrey.sch.uk

Telephone: 01737 642842

Address: Delabole Road, Merstham, Surrey, RH1 3PA

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Covers cost of printing/copying, consumables & admin time
	Photocopying/printing @ 10p per sheet (colour)	Covers cost of printing/copying, consumable & admin time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (this will be quoted at the time)