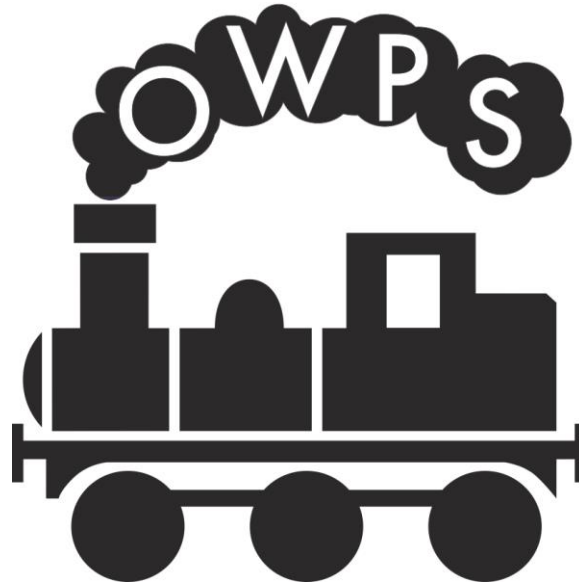


# Orton Wistow Primary School



## Freedom of Information Act Publications Scheme and Scale of Charges

Status	Statutory
GB Monitor	FGB
Staff Lead	School Business Manager
Senior Lead	Headteacher
Version	FINAL
Publication Date	SUM 19
Next Review	SUM 20

Date Agreed:	
Headteacher:	
Chair of Governors:	

## Freedom of Information Act

This publication scheme has been prepared and approved by the Information Commissioner; has been adopted without modification by Orton Wistow Primary School without further approval and will be valid until further notice.

This publication scheme commits Orton Wistow 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 the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school 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 school 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 data set held by the school that has been requested, and any updated versions it holds, unless the school 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 school 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 school.

### **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 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 the school, 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, the school 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.

## **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 school 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 school.

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 school 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 Orton Wistow Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Website <a href="http://www.owps.org">www.owps.org</a> Hard copy available from the school office	Free 10p per sheet
Who's who on the governing body and the basis of their appointment	Website <a href="http://www.owps.org">www.owps.org</a> Hard copy available from the school office	Free 10p per sheet
Instrument of Government	Hard copy available from the school office	10p per sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website <a href="http://www.owps.org">www.owps.org</a> Hard copy available from the school office	Free 10p per sheet
Staffing structure	Website <a href="http://www.owps.org">www.owps.org</a> (Within Pay Policy) Hard copy available from the school office	Free 10p per sheet
School session times and term dates	Website <a href="http://www.owps.org">www.owps.org</a> Hard copy available from the school office	Free 10p per sheet
<p><b>Class 2</b> What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard copy available from the school office	10p per sheet
Capital funding	Hard copy available from the school office	10p per sheet

Financial audit reports	Hard copy available from the school office	10p per sheet
Details of expenditure items over £2000	Hard copy available from the school office	10p per sheet
Additional funding	Hard copy available from the school office	10p per sheet
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 school or diocese)	Hard copy available from the school office	10p per sheet
Pay policy	Website <a href="http://www.owps.org">www.owps.org</a> Hard copy available from the school office	10p per sheet
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 £60,000 per annum) by reference to categories.	Hard copy available from the school office	10p per sheet
Staffing and grading structure	Hard copy available from the school office	10p per sheet
Governors' allowances	Hard copy available from the school office	10p per sheet
<p><b>Class 3</b></p> <p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
School profile	Website <a href="http://www.owps.org">www.owps.org</a> Hard copy available from the school office	10p per sheet
<ul style="list-style-type: none"> <li>· Government supplied performance data</li> <li>· The latest Ofsted report</li> <li>- Summary</li> <li>- Full report</li> </ul>		
Performance management policy and procedures adopted by the governing body.	Hard copy available from the school office	10p per sheet

Performance data	Hard copy available from the school office	10p per sheet
Schools Future plans	Hard copy available from the school office	10p per sheet
<b>Class 4</b>		
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) Peterborough City Council	Website <a href="http://www.owps.org">www.owps.org</a>	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy available from the school office	10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy available from the school office	10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Some policies are available on the School Website <a href="http://www.owps.org">www.owps.org</a>  Hard copy available from the school office for all policies.	Free  10p per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Equality and Diversity</li> </ul>	Some policies are available on the School Website <a href="http://www.owps.org">www.owps.org</a>  Hard copy available from the school office for all policies.	Free  10p per sheet



<ul style="list-style-type: none"> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Some policies are available on the School Website <a href="http://www.owps.org">www.owps.org</a> Hard copy available from the school office for all policies.	Free 10p per sheet
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Some policies are available on the School Website <a href="http://www.owps.org">www.owps.org</a> Hard copy available from the school office for all policies.	Free 10p per sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Inspection only	Free
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Website <a href="http://www.owps.org">www.owps.org</a>	Free

	Hard copy available from the school office	10p per sheet
Out of school clubs	Website <a href="http://www.owps.org">www.owps.org</a>	Free
	Hard copy available from the school office	10p per sheet
School publications	Website <a href="http://www.owps.org">www.owps.org</a>	Free
	Hard copy available from the school office	10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Website <a href="http://www.owps.org">www.owps.org</a>	Free
	Hard copy available from the school office	10p per sheet
Leaflets, books and newsletters	Website <a href="http://www.owps.org">www.owps.org</a>	Free
	Hard copy available from the school office	10p per sheet

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the school