

Sonning Church of England Primary School

Freedom of information publication scheme policy



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Introduction

At Sonning Church of England Primary School, our vision is to build strong foundations for the years ahead. Supported by our school values of love, courage, respect, aspiration and curiosity, we seek to help pupils make positive choices in all they do. Like the wise man who built his house upon the rock (Matthew 7:24-25), we follow our Christian values to build strong foundations for the years ahead.

Sonning Church of England Primary School is committed to ensuring that the information we process is managed appropriately and with respect, and that those who require this information for lawful reasons are able to access it.

Please note that ‘parents’ refers to ‘parents and carers’ within this document.

Aims

This policy details regarding what information we will provide, where it will be available and how Sonning Church of England Primary School will make information readily available and/or respond to requests for information. This policy also aims to commits Sonning Church of England Primary School to make information available to the public as part of its normal business activities.

What a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is

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that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

This publication scheme commits Sonning Church of England Primary School to make information available to the public as part of its normal business activities. The scheme commits Sonning Church of England Primary School to the following:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Sonning Church of England Primary School and falls within the classifications in the section below.
- To specify the information which is held by Sonning Church of England Primary 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 Sonning Church of England Primary 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.

Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

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.

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- 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 methods by which information published under this scheme will be made available

Where it is appropriate and possible to do so, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, we will provide the required information by other means. Please contact the school office. In exceptional circumstances some information may be available only by viewing in person. An appointment to view the information will be arranged within a reasonable timescale. Please contact the school office.

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 school for routinely published material: they will comply with government guidelines, be justified, transparent and kept to a minimum. 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. (See below Annex 1 for full details of charges) Material which is published and accessed on a website will be provided free of charge.

Charges may be made for actual disbursements incurred such as the following:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing 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.

Making a request for information - contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email or letter. Contact details are set out below, or you can visit our website at <http://www.sonning.wokingham.sch.uk>.

Sonning Church of England Primary School
Liguge Way
Sonning RG4 6XF

Tel: 01189693399

Email: spsadmin@sonning.wokingham.sch.uk

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"

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If the information you're looking for isn't available via the scheme [and isn't on our website], you can still contact the school to ask if we have it.

Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then please follow the procedures outlined in our Complaints Policy.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should 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. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Enquiry/Information Line 01625 545 700 Website: www.informationcommissioner.gov.uk

Appendix 1: charges

These are the Charges made by Sonning Church of England Primary School for copies of documents and other information under the Freedom of information and Data Protection (Appropriate Limit and Fees) Regulations 2004. Charges for information will only be requested in some circumstances in line with current government guidance.

- Website: access to the website is free of charge unless otherwise specified.
- Email & attachments: free of charge unless otherwise specified.
- Website printouts: printouts from the school website or external websites are not provided.
- Copies by post of information: Photocopies: A minimum charge of £1 for up to 10 pages A4 A minimum charge of £1.20 for up to 6 pages A3 Further pages are charged at: A4 pages at 10p per page (single sided) A3 pages at 20p per page (single sided) A2 pages at £1 per page (single sided)
- Photocopies: information accessed in the school office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
- Postage for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
- Copies of published materials: copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged publications will generally be included within the cost of the item or listed against that item on the website and in published catalogues.
- Administration fees: As referenced in the Fees Regulations, charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £25 per hour. If the request will take this amount of time the school may refuse it on the grounds of excessive cost or ask the applicant to pay in full before supplying the information.
- CD Rom or USB – a charge will be made at commercial prices for the data medium.