



## Freedom of Information Act (FOIA) scheme

This model scheme, from the Information Commissioner's Office, was adopted by the Governing Body in March 2015.

Date policy approved	March 2015
Date policy reviewed	Autumn 2024
Date for next review	Autumn 2026
Committee responsible	FGB
Authorisation	Ryan Brown

## **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 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.

## **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.

## Freedom of Information

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

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b> (organisation information, structures, locations and contacts) This will be current information only	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Hard copy on request
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website
School prospectus (if any)	N/A
Staffing structure	Hard copy on request
School session times and term dates	Website
Address of school and contact details, including email address.	Website

## Freedom of Information

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

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Annual budget plan and financial statements	Hard copy on request
Capital funding	Hard copy on request
Financial audit reports	Hard copy on request
Details of expenditure items over £2000	Hard copy on request
Procurement and contracts the school has entered into	Hard copy on request
Pay policy	Hard/electronic copy on request
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 on request
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy on request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard/electronic copy on request
Pupil Premium Expenditure	Website
Sports Premium Expenditure	Website

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
School Development Plan	Hard/electronic copy on request
Government supplied performance data	Website
Post-inspection action plan	Hard/electronic copy on request
The latest Ofsted report	Website link
Performance management policy and procedures adopted by the governing body	Hard/electronic copy on request
Performance data or a direct link to it	Website
The School's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	N/A

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current information as a minimum	
Admissions arrangements	Website
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly registered as confidential to the meetings).	Hard copy on request

## Freedom of Information

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

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our service and responsibilities) Current information as a minimum These include policies, procedures and documents that the school is required to have by statute. These will include policies and procedures for handling information requests.	
Staff Capability policy	Hard copy on request
Charging and remissions policy	Website
School Behaviour policy (includes behaviour principles statements)	Website
Sex Education policy	Website
Special Educational Needs	Website
Teacher Appraisal policy	Hard copy on request
Data Protection policy	Website
Health and Safety policy	Website
Accessibility plan	Website
Complaints procedure statement	Website
Freedom of Information policy	Website
Home School Agreement	Website
Staff discipline, conduct and grievance policies and procedures	Hard copy on request

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Child Protection policy and procedures (includes statement of procedures for dealing with allegations of abuse)	Website
Early Years Foundation Stage (EYFS) information	Website
Supporting pupils with medical conditions	Website
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>	Hard copy on request
Charging regimes and policies	Website

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<b>Class 6 – Lists and Registers</b> 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	Meet with Headteacher to discuss request
Disclosure logs (relevant to own children)	Meet with Headteacher to discuss request
Asset register	Meet with Headteacher to discuss request
Any information the school is currently legally required to hold in publicly available registers	Meet with Headteacher to discuss request

<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 Some information may only be available by inspection	
Extra-curricular activities	Via letters, website and School Comms
Services for which the school is entitled to recover a fee, together with those fees	Via letters, website and School Comms
School publications, leaflets, books and newsletters	Via letters, website and School Comms

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Requests for hard copies of any of the above information should be made to the School Business Manager in writing to:

School Business Manager  
Hanslope Primary School  
Long Street  
Hanslope  
Milton Keynes  
MK19 7BL

Phone: 01908 510245

Email: [admin@hanslope.milton-keynes.sch.uk](mailto:admin@hanslope.milton-keynes.sch.uk)

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This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 20p per sheet (black and white)	Charge for copying, paper and time
	Photocopying/printing @ 50p per sheet (colour)	Charge for copying, paper and time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation if application