



Guide to information available from Lugwardine Primary Academy under the model publication scheme.

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What is the guide to information held?

The Freedom of Information Act (2000) (FOI) requires all schools to produce a register of the types of information it will routinely make available to the public. This guide to information held follows a template approved by the Information Commissioner.

- The guide to information held commits our school to:
- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner.

Classes of information

There are 7 classes of information we hold:

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

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.

Making Information Available 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 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.

Charging

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the greatest 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 law.

Charges may be made to cover our costs 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 circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

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 FOI Section 11B, or with other statutory powers of the 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 the 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.

Information available from Lugwardine Primary Academy under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts Current information only	School Website
Contact details for the practice, 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/academy	School Website
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	School Website
For academies: Trustees' contact details	School Website
For academies: Trustee who's who	School Website
Instrument of Government / Articles of Association	School Website
School/academy prospectus	School Website
School/Academy 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	School office- available on request
Annual budget and financial statements	School office- available on request
For academies: Annual accounts	School Website
Capital funding	School office- available on request
Financial Audits reports	School office- available on request
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	School office- available 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	School office- available on request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	School office- available on request
For academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	School office- available on request
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	School office- available on request
Procurement and contracts we have entered into	School office- available on request
Details of any premiums we receive such as Pupil premium.	School office- available 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	School office- available on request
Annual Report	School office- available on request
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) <i>(delete as appropriate)</i> - Summary - Full report - Post-inspection action plan	School office- available on request Basic information also on school website

Exam and assessment results	School office- available on request Basic information also on school website
Performance tables	School office- available on request
Careers programme information	N/A
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	School office- available on request
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	School office- available on request Basic information also on 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 office- available on request Although Information may only be available by inspection
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	School office- available on request Although Information may only be available by inspection
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	School office- available on request Basic information also on school website
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	School office- available on request Basic information also on school website
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	School Website

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	School Website
Special educational needs	School Website
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School Website
Pay Policy	School Website
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)	Information may only be available by inspection
Curriculum circulars and statutory instruments	School office- available on request Basic information also on school website
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	School office- available on request Further information may only be available by inspection
Disclosure logs, ie information provided in response to FOIA/EIR requests	Information may only be available by inspection
Asset register and Information Asset register	School office- available on request

Any information we are currently legally required to hold in publicly available registers	School office- available on request Basic information also on school website
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	School office- available on request Basic information also on school website
Extra-curricular activities	School office- available on request Basic information also on school website
Out of school/academy clubs	School office- available on request Basic information also on school website
Services for which we are entitled to recover a fee, together with those fees	School office- available on request
Requests for paper copies of information	School office- available on request
Our publications, leaflets, books and newsletters	School office- available on request Basic information also on school website