# Rose Green Infant School Freedom of Information - Publication Scheme

**FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME**

This publication scheme has been prepared and approved by the Information Commissioner. Rose Green Infant School has adopted it without modification.

This publication scheme commits Rose Green Infant School to make information available to the public as part of its normal business activities.

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 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 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 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 and internal criteria.

- **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**

Rose Green Infant 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 school's capability 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.

Obligations under equality 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

This publication scheme was written May 2020
Reviewed May 2021
Date of next review: May 2022

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# Guide to information available from Rose Green Infant School under the model publication scheme

Information available via school website or school office – details below

| **Information to be published.**<br>**This includes datasets where applicable – please see "How to complete the Guide to Information".** | **How the information can be obtained** |
|---|---|
| **Class 1 - Who we are and what we do**<br>Rose Green Infant School | (hard copy and/or website) |
| Who's who in the school | Via the website or school office |
| Who's who on the governing body and the basis of their appointment | Via the website or school office |

# Freedom of Information

# Guide to information available from Rose Green Infant School under the model publication scheme

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|---|---|
| Instrument of Government | Clerk to Governors via the school office |
| Contact details for the Headteacher and for the governing body, via the school (named contacts where possible). | Website |
| School prospectus | Website |
| Staffing structure | From school office |
| School session times and term dates | Website – information for parents |
| Address of school and contact details, including email address. | Website |

Freedom of Information

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|---|---|
| **Class 2 – What we spend and how we spend it**<br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | (hard copy and/or website) |
| Annual budget plan and financial statements | School office |
| Capital funding | School office |
| Financial audit reports | School office |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | School office |
| 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 authority or diocese). | School office |

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| Pay policy | School office |
| 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. | School office |
| 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. | School office |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | School office |

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| **Class 3 – What our priorities are and how we are doing**<br>(Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) |
|---|---|
| School profile (if any)<br>And in all cases:<br><br>• Performance data supplied to the English Government, or a direct link to the data<br>• The latest Ofsted report<br>- Summary<br>- Full report<br>• Post-inspection action plan | Website<br><br>Website / School Office |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | School office |
| Safeguarding and child protection | School office |

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| **Class 4 – How we make decisions** | (hard copy or website) |
|---|---|
| (Decision making processes and records of decisions)<br><br>Current and previous three years as a minimum | School office |
| Admissions policy/decisions (not individual admission decisions) – where applicable | Website |
| Agendas and minutes of meetings of the governing body. (NB this will exclude information that is properly regarded as private to the meetings). | School office |

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| **Class 5 – Our policies and procedures** | |
|---|---|
| (Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only.<br>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests. | School office and / or website |
| Records management and personal data policies, including:<br>• Information security policies<br>• Records retention, destruction and archive policies<br>• Data protection (including information sharing policies) | School office and / or website |

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|---|---|
| Charging regimes and policies.<br>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.<br>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information"). | Website |

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# Guide to information available from Rose Green Infant School under the model publication scheme

| **Class 6 – Lists and Registers** | |
|---|---|
| Currently maintained lists and registers only (this does not include the attendance register). | (hard copy or website; some information may only be available by inspection) |
| Curriculum circulars and statutory instruments | School office |
| Disclosure logs | School office |
| Asset register | School office |
| Any information the school is currently legally required to hold in publicly available registers | School office |

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# Guide to information available from Rose Green Infant School under the model publication scheme

| **Class 7 – The services we offer** | |
|---|---|
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection) |
| Extra-curricular activities | School office |
| Out of school clubs | Website |
| Services for which the school is entitled to recover a fee, together with those fees | School office |

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**SCHEDULE OF CHARGES**

# Guide to information available from Rose Green Infant School under the model publication scheme

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|---|---|---|
| **Disbursement cost** | Photocopying/printing @ 3p per sheet (black & white) | Actual cost |
| | Photocopying/printing @ 5p per A4 sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2nd class (or costs for signed for/tracked postage, as the school deems appropriate) |

Contact Rose Green Infant School by post: Rose Green Infant School, Hawkins Close, Bognor Regis, PO21 3LW

By email: office@rosegreeninfant.school By telephone: 01243 262318