



William Law C E Primary School

Freedom of Information Act Policy

Policy shared with staff on 24/05/2019 [by email/staff briefing]

Policy confirmed by the Governing Body of William Law CE Primary School on:

Date: 22nd May 2019

Signature: Anna Bertou

Policy to be reviewed on: May 2022

This policy is written in line with the Christian values and ethos of our school

WILLIAM LAW CE PRIMARY SCHOOL

This is the school's Publication Scheme on information available under the Freedom of Information Act 2000. The Governing Body is responsible for the maintenance of this scheme.

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

We are responding to this through this publication scheme, in which we set out:

- the classes of information which we publish or intend to publish
- the manner in which the information will be published; and
- whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form. 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.

2. Aims and Objectives

The school's aim is to help each individual develop those qualities of mind, body, spirit, feeling and imagination that will enable them to live a fulfilling life.

This publication scheme is a means of showing how we are pursuing this aim.

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by email or letter. Contact details are set out below:

School Website: www.williamlawceschool.co.uk
Email: office@williamlaw.peterborough.sch.uk
Telephone: 01733 577600
Contact Address: Twelvetree Avenue, Werrington, Peterborough PE4 5DT

To help us process your request quickly, please mark any correspondence clearly with 'FREEDOM OF INFORMATION REQUEST' [in capitals please]. If the information you are looking for is not available via the scheme [and is not available on our website], you can still contact the school to ask if we have it.

4. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Charges may be made for activities such as printing, photocopying and postage. Details of any costs will be provided to you for review and payment before the information is provided.

Freedom of Information

Guide to information available from William Law CE Primary School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	See the school website for copy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
Who's who on the governing body / board of governors and the basis of their appointment	See the school website for copy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
Instrument of Government / Articles of Association	Available from Companies House Hard copies can be sought from the School Office.	Free from companies House website 10p/sheet plus postage
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	See the school website for copy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
School prospectus (if any)	Hard copies can be sought from the School Office.	10p/sheet plus postage
Staffing structure	Hard copies can be sought from the School Office.	10p/sheet plus postage
School session times and term dates	See the school website for copy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
Address of school and contact details, including email address.	See the school website for copy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
End of Year Accounts	See the school website for copy. Hard copies can be sought from the School Office	Free 10p/sheet plus postage
Annual budget plan and financial statements	Hard copies can be sought from the School Office.	10p/sheet plus postage
Capital funding	Hard copies can be sought from the School Office.	10p/sheet plus postage
Financial audit reports	Hard copies can be sought from the School Office.	10p/sheet plus postage
Details of expenditure items over £2000.	Hard copies can be sought from the School Office.	10p/sheet plus postage
Procurement and contracts the school has entered into.	Hard copies can be sought from the School Office.	10p/sheet plus postage
Pay policy	Hard copies can be sought from the School Office.	10p/sheet plus postage
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copies can be sought from the School Office.	10p/sheet plus postage
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 copies can be sought from the School Office.	10p/sheet plus postage
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copies can be sought from the School Office.	10p/sheet plus postage

<p>Class 3 – 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>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>See the school website for copy.</p> <p>Hard copies can be sought from the School Office.</p>	<p>Free</p> <p>10p/sheet plus postage</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copies can be sought from the School Office.</p>	<p>10p/sheet plus postage</p>
<p>School Improvement planning</p>	<p>See the school website for copy</p> <p>Hard copies can be sought from the School Office.</p>	<p>Free</p> <p>10p/sheet plus postage</p>
<p>The school's future plans</p>	<p>Hard copies can be sought from the School Office.</p>	<p>10p/sheet plus postage</p>
<p>Safeguarding and child protection</p>	<p>See the school website for copy</p> <p>Hard copies can be sought from the School Office.</p>	<p>Free</p> <p>10p/sheet plus postage</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>See the school website for copy of the policy. Hard copies can be sought from the School Office.</p>	<p>Free</p> <p>10p/sheet plus postage</p>
<p>Agendas and minutes of meetings of the governing body, members and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Hard copies can be sought from the School Office.</p>	<p>10p/sheet plus postage</p>

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. 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 by the government.</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Accessibility policy 	Hard copies can be sought from the School Office.	10p/sheet plus postage
<ul style="list-style-type: none"> • Anti-bullying policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Assessment policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Attendance policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Charging Policy 	Hard copies can be sought from the School Office.	10p/sheet plus postage
<ul style="list-style-type: none"> • Code of Conduct policy 	Hard copies can be sought from the School Office.	10p/sheet plus postage
<ul style="list-style-type: none"> • Complaints policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Data Protection policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Debt policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage

• Disciplinary rules for all employees	Hard copies can be sought from the School Office.	10p/sheet plus postage
• Fairtrade policy	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
• Feedback policy	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
• Financial Management policy	Hard copies can be sought from the School Office.	10p/sheet plus postage
• Freedom of Information policy	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
• Gifts and Hospitality policy	Hard copies can be sought from the School Office.	10p/sheet plus postage
• Governors code of conduct policy	Hard copies can be sought from the School Office.	10p/sheet plus postage
• Grievance policy	Hard copies can be sought from the School Office.	10p/sheet plus postage
• Health and Safety policy	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
• International policy	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
• Managing allegations against staff and volunteers	Hard copies can be sought from the School Office.	10p/sheet plus postage
• Parental behaviour policy	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
• Medical conditions policy	Hard copies can be sought from the School Office.	10p/sheet plus postage
• Privacy notice – pupils	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage

<ul style="list-style-type: none"> • Social Media policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Whistle blowing policy 	Hard copies can be sought from the School Office.	10p/sheet plus postage
<ul style="list-style-type: none"> • Whole school equalities policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Behaviour policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Calculation policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Charging policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Collective worship policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Computing policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Curriculum policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Early Years Foundation policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Educational visits policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • English policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage

<ul style="list-style-type: none"> • Exclusion of pupils policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Home School Agreement 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Intimate care policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Learning mentor policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Modern Foreign Language policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Music policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Online safety policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Phonics policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Promoting British values 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • PSHE policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Pupil Premium policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • RE policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage

<ul style="list-style-type: none"> • Safeguarding and Child Protection policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • SEND policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Sex and Relationships Education policy 	Hard copies can be sought from the School Office.	10p/sheet plus postage
<ul style="list-style-type: none"> • Spiritual, moral, social and cultural policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
<ul style="list-style-type: none"> • Toileting policy 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	See the school website for copy of the policy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
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	See the school website for copy. Hard copies can be sought from the School Office.	Free 10p/sheet plus postage
Disclosure logs	Hard copies can be sought from the School Office.	10p/sheet plus postage
Asset register	Hard copies can be sought from the School Office.	10p/sheet plus postage
Any information the school is currently legally required to hold in publicly available registers	Hard copies can be sought from the School Office.	10p/sheet plus postage

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities (clubs and enrichment calendar)</p>	<p>Hard copies can be sought from the School Office.</p>	<p>10p/sheet plus postage</p>
<p>Out of school clubs</p>	<p>See the school website for copy. Hard copies can be sought from the School Office.</p>	<p>Free 10p/sheet plus postage</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Hard copies can be sought from the School Office</p>	<p>10p/sheet plus postage</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Hard copies can be sought from the School Office</p>	<p>10p/sheet plus postage</p>
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

SCHEDULE OF CHARGES

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 @ 10p per sheet (black & white)	Actual cost*
	Photocopying/printing @ £1.00 per sheet (colour)	Actual cost*
	Postage	Actual cost* of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

5. Feedback and Complaints

We welcome any comments and 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 initially this should be addressed to the school's headteacher [see section 3 for contact details].

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

or

Enquiry/Information Line: 0303 123 1113
01625 545745
Email: caseworker@ico.org.uk
Website: www.ico.gov.uk