

Freedom of Information Policy and Publication Scheme on information available under the Freedom of Information Act 2000



Date consultation undertaken with staff:

Data approved by the Governing Body:

Date to Review:

St Luke's Freedom of Information Policy and Publication Scheme on information available under the Freedom of Information Act 2000

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.

To do this we must produce a publication scheme, setting 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.

The governing body is responsible for maintenance of this scheme.

2. Aims and Objectives

The school aims to:

- be a caring Christian community in which all individuals feel valued,
- aim for excellence in learning, teaching and personal achievement,
- have respect for self and others,
- build positive partnerships between school, home and the wider community

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

St Luke's C. or E. Primary School

The classes of information that we undertake to make available are organised into 7 broad topic areas:

Class 1 – Who we are and what we do. (Organisational information, structures, locations and contacts)

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)

Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews.)

Class 4 – How we make decisions. (Decisions making processes and records of decisions.)

Class 5 – Our policies and procedures. (Current written protocols, policies and procedures for delivering our services and responsibilities.)

Class 6 – Lists and registers. (Currently maintained lists and registers only.)

Class 7 – The service we offer. (Information about the services we offer, including leaflets, guidance and newsletters for the public and businesses)

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter or download the documents for free from our website. Contact details are set out below.

Website: www.stlukeschurch-sp.essex.sch.uk

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Email: admin@stlukeschurch-cp.essex.sch.uk

Tel: 01621 815456

Contact Address: St Luke's Church School
Church Road
Tiptree
CO5 0SU

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

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.

- Your request must be confirmed in writing (letter or email) to ensure that we have a clear statement of what is requested.
- In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

St Luke's C. or E. Primary School

- We will normally confirm within 5 working* days whether or not we hold the information you request and, if we do, we will provide it within 20 working* days. *Please note: Working days refers to term time only as contained in Statutory Instrument 3364.
- We may be unable to provide the information you request for any of the following reasons:
 - We do not hold the information
 - We are applying an exemption to the disclosure
 - It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).
- If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.
- The School will seek advice from the Local Authority's Information Governance Manager as necessary to clarify any points or to help resolve any disputes over information requests.

5. Paying for information

Information published on our website is free. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in the schedule in (Appendix 1). If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by the word 'YES' in the cost column.

The general charge for photocopying, printing and faxing or emailing information as an attachment detailed in the table at the end of the schedule (Appendix1). Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD or DVD;
- translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

6. Classes of Information Currently Published

The schedule detailing all the information published is detailed in the schedule table (Appendix 1).

St Luke's C. or E. Primary School

7. 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 write to the Chair of Governors (care of the school) at the school in the first instance.

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
Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday
Fax 01625 524510
Email mail@ico.gsi.gov.uk

or

Enquiry/Information Line: 01625 545 700 E Mail: publications@ic-foi.demon.co.uk.
Website : www.informationcommissioner.gov.uk

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St Luke's C. or E. Primary School

APPENDIX 1 – Freedom of Information Publication Schedule

Freedom of Information

Guide to information available from Tiptree St Luke's C. of E. Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	Staff list and photographs on the school website	None
Who's who on the governing body and the basis of their appointment	Governor list on the school website	None
Instrument of Government	Issued by the school office	Yes (See copy charges below)
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	From the website	None
School prospectus	From the school office	None
Annual Report	Report no longer a legal requirement therefore no longer produced	N/A
Staffing structure	From the website	None
School session times and term dates	From the website	None

St Luke's C. or E. Primary School

<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p>Hard copy</p>	<p>Yes (See copy charges below)</p>
<p>Annual budget plan and financial statements</p>	<p>Hard copy</p>	<p>Yes (See copy charges below)</p>
<p>Capitalised funding</p>	<p>Hard copy</p>	<p>Yes (See copy charges below)</p>
<p>Additional funding</p>	<p>Hard copy</p>	<p>Yes (See copy charges below)</p>
<p>Procurement and projects</p>	<p>Hard copy</p>	<p>Yes (See copy charges below)</p>
<p>Pay policy</p>	<p>Hard copy and school website</p>	<p>Yes (See copy charges below)</p>
<p>Staffing and grading structure</p>	<p>School website & hard copy</p>	<p>Yes (See copy charges below)</p>
<p>Governors' allowances</p>	<p>Hard copy</p>	<p>Yes (See copy charges below)</p>
<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>	<p>(hard copy or website)</p>	

St Luke's C. or E. Primary School

<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 • Diocesan Inspection Report 	<p>Data Dashboard website Ofsted website & hard copy</p> <p>Diocesan inspection report – Hard Copy</p>	<p>Yes (See copy charges below)</p> <p>Yes (See copy charges below)</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>School website</p>	<p>None</p>
<p>Schools future plans</p>	<p>School website</p>	<p>Yes (See copy charges below)</p>
<p>Every Child Matters – policies and procedures</p>	<p>Hard copy</p>	<p>Yes (See copy charges below)</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>	<p>(hard copy or website)</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>County website</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard copy from the school office</p>	<p>Yes (See copy charges below)</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard copy from the school office</p>	<p>Yes (See copy charges below)</p>

St Luke's C. or E. Primary School

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy (2011) • Health and Safety • Complaints procedure (July 2010) • Staff conduct policy • Discipline and grievance policies (January 2013) • Staffing structure implementation plan (September 2013) • Information request handling policy () • Equality and diversity (including equal opportunities) policies (2011) • Staff recruitment policies (September 2013) 	<p>School website Hard copy from school School website School website School website School website School website School website School website</p>	<p>Yes (See copy charges below)</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement (autumn 2013) • Curriculum (to update and add due to new National Curriculum) • Sex education (Summer 2012) • Special educational needs (2013) • Accessibility (Spring 2014) • Race equality (2002) • Collective worship (2013) • Pupil Behaviour (review in Autumn 2014) • E-Safety and Data Protection (Spring 2014) 	<p>School website School website (being updated) School website School website School website School website School website School website School website</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Hard copy from school Hard copy from school Hard copy from school</p>	<p>Yes (See copy charges below)</p>

St Luke's C. or E. Primary School

<p>Charging regimes and policies.</p> <p>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.</p> <ul style="list-style-type: none"> Charging and Remissions Policy (July 2011) 	<p>Hard copy from school</p> <p>School website and hard copy</p>	<p>Yes (See copy charges below)</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy from school</p>	<p>Yes (See copy charges below)</p>
<p>Disclosure logs</p>	<p>Hard copy from school</p>	<p>Yes (See copy charges below)</p>
<p>Asset register</p>	<p>Hard copy from school</p>	<p>Yes (See copy charges below)</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Hard copy from school</p>	<p>Yes (See copy charges below)</p>
<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>	

St Luke's C. or E. Primary School

Extra-curricular activities	School website and hard copy	No charge
Out of school clubs	School website and hard copy	No charge
School publications	School website and hard copy	No charge
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	No charge
Leaflets books and newsletters	School website and hard copy	No charge
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**Tiptree St Luke's Church of England Primary School
66 Church Road
Tiptree
Colchester
CO5 0SU**

Tel: 01621 815456

St Luke's C. or E. Primary School

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 @ 6p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 10p 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)
Other		

* the actual cost incurred by the public authority