



# FREEDOM OF INFORMATION ACT SCHEME

This document provides a framework for Boyne Hill CE Infant & Nursery School to provide information under the requirements of the FOIA.

## Introduction

This publication scheme has been adapted from the model prepared and approved by the Information Commissioner. It has been adopted without modification by Boyne Hill CE Infant & Nursery School without further approval and will be valid until further notice.

This publication scheme commits the school 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 school 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.

## 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 relation to attendance required by law and other lists and registers relating to the functions of the school.

## **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 school will indicate clearly to the public, what information is covered by this scheme and how it can be obtained (*see Appendix A*).

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 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.

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.

### **Monitoring and evaluating the policy**

This policy will be monitored by the Governing Board and reviewed as part of the school's monitoring cycle.

**This policy will be reviewed every 4 years**

Last reviewed: March 2024

## Appendix A

### Who we are and what we do

Information to be published	How the information can be obtained	Charge
Location, school address, telephone number and email address	Website/RBWM website	N/A
Ethos, Vision, Values and Aims	Website/notice board	N/A
School term dates and session times	Website	N/A
School staff photographs, names and roles	Website/notice board	N/A
Governing Board photographs, names and roles	Website/notice board	N/A
Governing Board Terms of Office and Responsibilities	Website/hard copy available on request	N/A
Head Teacher and Governing Board contact details	Via school office	N/A
Instrument of Government	Hard copy available on request	N/A
Curriculum Information	Website	N/A
Phonics Programme	Website	N/A

### What we spend and how we spend it

Information to be published	How the information can be obtained	Charge
Annual budget plan and financial statements	Hard copy available on request	N/A
Capital funding	Hard copy available on request	N/A
Additional funding	Hard copy available on request	N/A
Pupil Premium funding and Impact Report	Website	N/A
PE & Sports Premium funding and Impact Report	Website	N/A

### What our priorities are and how we are doing

Information to be published	How the information can be obtained	Charge
OFSTED Report	Website/hard copy from school office	N/A
SIAMS Report	Website/hard copy from school office	N/A
School Development Plan	Hard copy available on request	N/A
Performance Data	Website/hard copy from school office	N/A

### How we make decisions

Information to be published	How the information can be obtained	Charge
Admissions Policy (Foundation Stage 1 only)	Website	N/A
Governing Board meeting agendas and minutes	Hard copy available on request	N/A

### Our policies and procedures

Information to be published	How the information can be obtained	Charge
Abusive or Threatening Behaviour	Policies published on website in accordance with DfE regulations	N/A
Anti-Bullying		
Charging and Remissions		

Equal Opportunities		
Equality Scheme and Accessibility Action Plan		
Privacy Notice		
Attachment Aware Behaviour		
School's Complaints Procedures		
Special Educational Needs and Disabilities		
SEND Information Report		
Written Statement of Behaviour Principles		
Attendance	Website	N/A
Collective worship		
Curriculum		
Data Protection		
E-Safety		
Feedback and Marking		
First Aid		
Handwriting		
Health and Safety		
Homework		
Liability and Lost Property		
RHE/PSHE		
Religious Education		
Safeguarding and Child Protection		
Sun Protection		
Supporting Pupils with Medical Conditions		
Uniform		
Keeping Children Safe in Education Guidance		
SMSC and British Values Statement		
Spiritual, Moral, Social and Cultural Development		
Wellbeing		
Winter Clearance and Gritting Plan		
Wraparound Care Information leaflet		
Destruction of archive and national guidance		

### Lists and registers

Information to be published	How the information can be obtained	Charge
Pupil Attendance	Shared with the DfE and available for inspection by the RBWM Education Welfare Officer	N/A

### The services we offer

Information to be published	How the information can be obtained	Charge
Before & After School Wraparound Care	Website/Hard copy available on request	N/A
Lunchtime and After School Activity Clubs	Website/Hard copy available on request	N/A
Fortnightly Newsletter	Website/Hard copy available on request	N/A
Termly Curriculum Newsletter	Website/Hard copy available on request	N/A