



# Freedom Of Information Publication Scheme

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## Freedom of Information Publication Scheme

Larkfield Primary School has produced a Publication Scheme of Information that is available under the Freedom of Information Act 2000, which conforms to the model scheme for schools and academies approved by the Information Commissioner.

The Governing Body has responsibility for ensuring that the School complies with the Act.

### Introduction

Under the Freedom of Information Act 2010 (FOIA) public authorities shall be proactive about the information that is available to the public. This includes all maintained sector schools.

In order to comply with the requirements of the Act, the Publication Scheme covers the School's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the School and falls within the classifications below.
- To specify the information that 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.

All information in the Publication Scheme is available in paper form on request.

### Categories of Information Published

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the school website [www.larkfieldprimary.co.uk](http://www.larkfieldprimary.co.uk) or in hard copy and is categorised as outlined below.

1. **Who we are and what we do.**  
Organisational information, locations and contacts, constitutional and legal governance.
2. **What we spend and how we spend it.**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. **What our priorities are and how we are doing.**  
Strategy and performance information, plans, assessments, inspections and reviews.
4. **How we make decisions.**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. **Our policies and procedures.**  
Current written protocols for delivering our functions and responsibilities.

## **6. Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the school.

## **7. 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. This includes information protected by the Data Protection Act.
- 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.

## **Requests for Information**

Information that is not published under the scheme can be requested by e-mail, letter or fax. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

## **Paying For Information**

Information published on the School website is free to access. Paper copies of information covered by this Publication Scheme will be charged for as per the charges in Annexe 1.

## Annexe 1

### Guide to Information available from Larkfield Primary School under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i>		
Who's who in the school	Website	Free
Who's who on the Governing Body and the basis of each appointment	Website	Free
Contact details for the Headteacher and Chair of Governors	Website	Free
School Prospectus [currently not produced]	Website	Free
School session times and term dates	Website	Free
<b>Class 2: What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.</i>		
Annual budget plan and financial statements	Hard copy	Charge
Capitalised funding	Hard copy	Charge
Additional funding [pupil premium / sport grant]	Website	Free
Procurement and projects	Hard copy	Charge
Staffing structure	Website	Free
Annual Accounts [CFR report]	Hard copy	Charge
Governors' expenses [currently expenses are not paid]	Hard copy	Charge
<b>Class 3: What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Latest OFSTED report: <ul style="list-style-type: none"> <li>▪ Summary</li> <li>▪ Full report</li> <li>▪ Subject survey inspection report</li> </ul>	Website	Free
Self evaluation summary	Website	Free
Appraisal policy and procedures adopted	Hard copy	Charge
Child protection policy	Website	Free
<b>Class 4: How we make decisions</b> <i>(Decision making process and records of decisions) Current and previous 3 years</i>		
Admissions policy [Sefton LA]	Web link	Free
Agenda of meetings of governing body and sub-committees	Hard copy	Charge
Full governing body and committee terms of reference	Website	Free
Minutes of meetings [as above] – this will exclude information classified as 'confidential'	Hard copy	Charge
<b>Class 5: Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
School policies / reports including: <ul style="list-style-type: none"> <li>▪ Charging</li> <li>▪ Health &amp; safety</li> <li>▪ Complaints procedure</li> <li>▪ Accessibility plan</li> <li>▪ Special needs and disabilities [SEND]</li> <li>▪ SEN report</li> </ul>	Website	Free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>▪ Sex and relationships education</li> <li>▪ Equality</li> <li>▪ Anti-bullying</li> </ul>	Website	Free

<ul style="list-style-type: none"> <li>▪ Behaviour</li> </ul>		
<ul style="list-style-type: none"> <li>Records management and personal data policies, including: <ul style="list-style-type: none"> <li>▪ Records retention, destruction and archive policies</li> <li>▪ Data protection</li> <li>▪ Freedom of Information publication scheme</li> </ul> </li> </ul>	Website	Free
<b>Class 6: Lists and registers</b> <i>and registers only</i>		<i>Currently maintained lists</i>
Curriculum details	Website	Free
Disclosure logs	Hard copy	Charge
Asset register	Hard copy	Charge
Any information the school is currently legally required to hold in publicly available registers <b>Note: this does not include attendance registers</b>	Hard copy	Charge
<b>Class 7: The services we offer</b>		<i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>
Extra-curricular activities and out of school clubs	Website	Free
School publications	Website	Free
Services for which the school is entitled to recover a fee, together with those fees (for example letting fees)	Hard copy	Charge
Leaflets and newsletters	Website	Free

### Schedule of charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying / printing at 5p per sheet (black and white)	Actual cost
	Photocopying / printing at 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> class
Statutory fee		In accordance with relevant legislation