

LARKFIELD



PRIMARY SCHOOL

Headteacher:
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Freedom Of Information Publication Scheme

Approved: June 2015 [Meeting of the Governing body]
Reviewed: Feb 2018 (No changes)

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 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 |
|--|-------------------------------------|--------|
| Class 1: Who we are and what we do <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 |
| Class 2: What we spend and how we spend it <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 |
| Class 3: What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> | | |
| Latest OFSTED report: <ul style="list-style-type: none"> ▪ Summary ▪ Full report ▪ Subject survey inspection report | Website | Free |
| Self evaluation summary | Website | Free |
| Appraisal policy and procedures adopted | Hard copy | Charge |
| Child protection policy | Website | Free |
| Class 4: How we make decisions <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 |
| Class 5: Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> | | |
| School policies / reports including: <ul style="list-style-type: none"> ▪ Charging ▪ Health & safety ▪ Complaints procedure ▪ Accessibility plan ▪ Special needs and disabilities [SEND] ▪ SEN report | Website | Free |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> ▪ Sex and relationships education ▪ Equality ▪ Anti-bullying ▪ Behaviour | Website | Free |
| Records management and personal data policies, including: | Website | Free |

| | | |
|---|-----------|--------|
| <ul style="list-style-type: none"> ▪ Records retention, destruction and archive policies ▪ Data protection ▪ Freedom of Information publication scheme | | |
| Class 6: Lists and registers | | |
| <i>Currently maintained lists and registers only</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 | Hard copy | Charge |
| Note: this does not include attendance registers | | |
| Class 7: The services we offer | | |
| <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 4p per sheet (black and white) | Actual cost |
| | Photocopying / printing at 15p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail Standard 2 nd class |
| Statutory fee | | In accordance with relevant legislation |