



## FREEDOM OF INFORMATION POLICY

# Clanfield Church of England Primary School

**Approved by:** Chair of Governors

Vice Chair of Governors

**Date:**

2<sup>nd</sup> October 2019

**Last reviewed:**

**Next review:**

October 2020

## Introduction

The school adheres to Oxfordshire County Council's model policy and Information Commissioner's Office guidance as follows.

### **Guidance on Freedom of Information (FOI), including FOI requests, FOI policy and FOI templates.**

The Freedom of Information Act (FOIA) 2000 gives rights of public access to information held by public authorities. Under the FOIA, the right to request information is known as the 'right to know'.

All recorded information 'held' by the council lies within the scope of the Freedom of Information Act. It includes files, letters, emails and photographs and extends to closed files and archived material.

<https://ico.org.uk/>

### **This is Clanfield CE Primary School's Publication Scheme on information available under the Freedom of Information Act 2000**

The governing body is responsible for 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.

To do this we must produce a publication setting out:

- The classes of information 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 directly from the school.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the public authority model publication scheme approved by the Information Commissioner.

#### 2. Aims and Objectives

Clanfield CE Primary School we all work together to develop individuality and independence, fulfil potential through high expectations and nurture responsible and respectful citizens. This publication scheme is as means of showing how we are pursuing these aims.

### 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.

### 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. Contact details are set out below:

Email: [office.3100@clanfield.oxon.sch.uk](mailto:office.3100@clanfield.oxon.sch.uk)

Tel: 01367 810257

Website: <https://www.clanfieldprimary.co.uk/>

Contact Address: Main Street, Clanfield, Oxon OX18 2SP

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.

### 5. Paying for information

Information published on the school's website is free, although you may incur costs from your internet service provider. 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. If your request means that we have to do a lot of photocopying, or pay a large postage charge, or is for a priced item such as some printing publications we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign.

### 6. Guide to information

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
School staff and structure	Website	
Governing body – names and contact details for the governors and their basis of appointment	Website	
School session times and term dates	Website	
Annual budget plan and financial statements	Hard copy	15p p/sheet
Procurement and projects	Hard copy	15p p/sheet
Capital funding – building and other capital projects	Hard copy	15p p/sheet
Pay policy	Hard copy	15p p/sheet

Staffing, pay and grading structure	Hard copy	15p p/sheet
Governor allowances	Hard copy	15p p/sheet
School policies including Charging Health and Safety Complaints Staff Code of Conduct Safeguarding and Child Protection Discipline and Grievance Pay	Some policies are available on the website, others by hard copy upon request	15p p/sheet
Pupil and curriculum policies including Home-School agreement Curriculum Relationship and Sex Education Special Educational Needs Accessibility Plan Equality Collective Worship Behaviour	Some policies are available on the website, others by hard copy upon request	15p p/sheet
Records Management and Personal Data policies including Records retention Destruction and archive Data protection & Freedom of Information	Hard copy	15p p/sheet
Equality and Diversity (policies, schemes, statements, procedures and guidelines relating to Equal Opportunities) Policies and procedures for the recruitment of staff and equality plan	Hard copy	15p p/sheet
Charging regimes and policies – charging policy	Website	
Class lists and registers – currently maintained lists and registers only	Inspection	
Asset register – any information the school are currently legally required to hold in publicly available registers (this does not include attendance registers)	Inspection	
The services we offer – information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses	Website	
Extra curricular activities	Website	
Out of school clubs	Website	
School publications	N/A	
Services for which the school is entitled to recover a fee, together with those fees	N/A	

## Schedule of Charges – How the charges have been arrived

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @15p per sheet A4 (black and white)	Paper, use of copier, time taken by member of staff
	Postage	Actual costs of Royal Mail standard class postage
Statutory fee	When relevant	In accordance with the relevant legislation (quote the actual statute)

### 7. Feedback and Complaints

We welcome any comments or suggestions you 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:

Data Protection Officer  
Clanfield CE Primary School  
Main Street  
Clanfield  
Oxon OX18 2SP

Or via email: [office.3100@clanfield.oxon.sch.uk](mailto:office.3100@clanfield.oxon.sch.uk)

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

Enquiry/Information Line: 0303 123 1113  
Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)  
Website: [www.information.gov.uk](http://www.information.gov.uk)