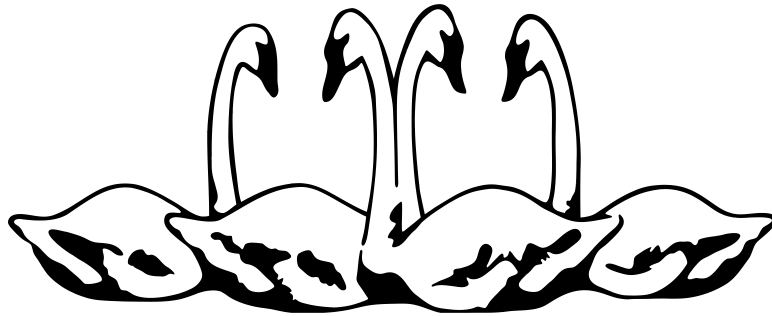


# **Freedom of Information Policy**



## **Four Swannes Primary School**

**Person/s Responsible:** Mr Moore Headteacher

**Policy Reviewed:** January 2024

**Policy Review:** January 2027

## Contents

1. Introduction .....	2
2. Classes of information.....	3
a. Who we are and what we do.....	3
b. What we spend and how we spend it .....	3
c. What our priorities are and how we are doing.....	3
d. How we make decisions .....	3
e. Our policies and procedures .....	4
f. Lists and registers.....	4
g. The services we offer .....	4
3. The method by which information published under this scheme will be made available .....	4
4. Charges which may be made for information published under this scheme.....	4
5. How to request information .....	5
6. Having a request for information refused.....	5
7. Feedback and complaints.....	6
Appendix A: Guide to information available from Four Swannes School under the model publication scheme.....	7

## 1. Introduction

Four Swannes Primary School has adopted the model publication scheme (Appendix A) prepared and approved by the Information Commissioner.

The publication scheme makes clear the information we will make public. The publication scheme covers seven classes of information and additional assistance is provided to the definition of these classes in a [guidance document](#) issued by the Information Commissioner.

In line with the [Freedom of Information Act 2000](#), Four Swannes Primary School has the following aims:

- 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 classes of information stipulated in Section 2.

- To specify the information which is held by the authority and falls within the classes of information stipulated in Section 2.
- 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 authority 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.
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## 2. Classes of information

### a. Who we are and what we do.

This includes organisational information, locations, contacts, constitutional and legal governance.

### b. What we spend and how we spend it.

This includes financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

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

This includes strategy and performance information, plans, assessments, inspections and reviews all designed to further improve the school.

### d. How we make decisions.

This includes policy proposals and decisions, along with decision-making processes, internal criteria and procedures, and any consultations.

#### e. Our policies and procedures.

These are our current written protocols for delivering our functions and responsibilities.

#### f. Lists and registers.

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

#### g. The services we offer.

This includes correspondence relating to news or information about the school, as well as advice and guidance booklets and leaflets alongside any media releases.

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.

### 3. The method by which information published under this scheme will be made available

The publication scheme (Appendix A) lists the information we currently publish or will publish in the future. All information in our publication scheme is either available on our school website to download and print off or available in paper form (see Section 5). Some information we hold may not be made public, for example, documents containing individuals' personal or sensitive data.

Some information is available to inspect in school for which contact details are provided in Section 5 and in the publication scheme (Appendix A). Appointments to view the information will be arranged within a reasonable timescale (see Section 5).

In line with the [Equality Act 2010](#), we will make reasonable adjustments to ensure the information provided is accessible to the individual making the request.

### 4. 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 the school's website will be provided free of charge.

Charges may be made for actual disbursements incurred such as:

- Photocopying;
- postage and packaging; or,
- the costs directly incurred as a result of viewing information.

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.

## 5. How to request information

If you require a paper version of any of the documents within the publication scheme, please contact the school by telephone, e-mail or letter, ensuring you include the enquirer's full name, correspondence address and details regarding what information is required. Contact details are set out on the next page or you can visit our website at [www.fourswannes.herts.sch.uk](http://www.fourswannes.herts.sch.uk). Please note, the individual requesting the information need not mention the Freedom of Information Act as part of their request, nor do they have to state why they want the information.

### **Contact Details: Four Swannes Primary School**

**Email :** [admin@fourswannes.herts.sch.uk](mailto:admin@fourswannes.herts.sch.uk)

**Tel:** 01992 763939

**Contact Address:** Four Swannes Primary School, King Edward Road, Waltham Cross, HERTS, EN8 8HH

If the information you are seeking is not listed in the publication scheme (Appendix A) and is not listed on our website, you may still contact the school to enquire about it.

Please note that there must be enough information in the request to be able to identify and locate the information. If the request is ambiguous and/or the school require further information in order to fulfil the request, the school will ask for clarification from the individual seeking the information. The school does not have to deal with the request until the further information is received. Once all necessary information is clarified, the school will deal with the request within the limit of 20 working days, excluding any school holidays or periods of school closure.

## 6. Having a request for information refused

The presumption of the Freedom of Information Act is that the School will disclose information unless the Act provides a specific reason to withhold it. The Act recognises the need to preserve confidentiality and protect sensitive material in certain circumstances.

A request for information may be refused if one of the following applies:

- 1) There is an exemption to disclosure within the act;
- 2) The information sought is not held by the school;
- 3) The request is deemed vexatious or repeated; and/or,
- 4) The cost of compliance exceeds the threshold which is currently £450 with staff costs calculated at a fixed rate of £25 per hour; therefore, 18 hours' work is required before the threshold is reached).

If the information requested contains sensitive data regarding the individual making the request, he or she should consult the school's Data Protection Policy and make a subject access request instead.

If it is decided to refuse a request for information, the school will send a notice of refusal to the enquirer detailing the following:

- The fact that the responsible person cannot provide the information requested;
- which exemption/s apply, if any;
- why the exemption/s apply, if any;
- reason/s for refusal; and, □ a copy of the School's Complaints Procedure along with the contact details for the Information Commissioner.

For monitoring purposes and in case of an appeal against a decision not to release the information or an investigation by the Information Commissioner, the responsible person must keep a record of all enquiries where all or part of the requested information is withheld and exemptions are claimed.

## 7. Feedback and complaints

We welcome the views and suggestions from members of the school community and the general public about how we may improve our publication scheme (Appendix A).

To make a complaint, please follow the School's Complaints Procedure detailed on the school website.

If you are dissatisfied with the school's response to your complaint, you may make a formal complaint to the Information Commissioner's Office – a body that ensures all organisations comply with the [Freedom of Information Act 2000](#).

### **Contact Details: Information Commissioner**

**Website:** <https://ico.org.uk/make-a-complaint/>

**Contact Address:** Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

## Appendix A: Guide to information available from Four Swannes Primary School under the model publication scheme

The appendix on pp7-11 details all the information currently published by the school.

Appendix A: Guide to information available from Four Swannes School under the model publication scheme

Information to be published.		
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)  This will be current information only	How the information can be obtained	Cost
Who's who in the school	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>  Hard copy: contact the Office Manager	Free  2p per sheet
Who's who on the governing body / board of governors and the basis of their appointment	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>  Hard copy: contact the Office Manager	Free  2p per sheet
Instrument of Government	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>  Hard copy: contact the Office Manager	Free  2p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>  Hard copy: contact the Office Manager	Free  2p per sheet
School prospectus (if any)	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>  Hard copy: contact the Office Manager	Free  2p per sheet
Annual Report (if any)	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>  Hard copy: contact the Office Manager	Free  2p per sheet
Staffing structure	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>  Hard copy: contact the Office Manager	Free  2p per sheet



## Appendix A: Guide to information available from Four Swannes School under the model publication scheme

School session times and term dates	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a> Hard copy: contact the Office Manager	Free 2p per sheet
Address of school and contact details, including email address.	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a> Hard copy: contact the Office Manager	Free 2p per sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	Hard copy: contact the Office Manager	2p per sheet
Capital funding	Hard copy: contact the Office Manager	2p per sheet
Financial audit reports	Hard copy: contact the Office Manager	2p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy: contact the Office Manager	2p per sheet
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy: contact the Office Manager	2p per sheet

Appendix A: Guide to information available from Four Swannes School under the model publication scheme

Pay policy	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a> Hard copy: contact the Office Manager	Free 2p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a> Hard copy: contact the Office Manager	Free 2p per sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a> Hard copy: contact the Office Manager	Free 2p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a> Hard copy: contact the Office Manager	Free 2p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	<b>How the information can be obtained</b>	<b>Cost</b>

## Appendix A: Guide to information available from Four Swannes School under the model publication scheme

<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the Department for Education or a direct link to the data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a></p> <p>Hard copy: contact the Office Manager</p>	<p>Free</p> <p>2p per sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a></p> <p>Hard copy: contact the Office Manager</p>	<p>Free</p> <p>2p per sheet</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a></p> <p>Hard copy: contact the Office Manager</p>	<p>Free</p> <p>2p per sheet</p>
<p>Safeguarding and child protection</p>	<p>Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a></p> <p>Hard copy: contact the Office Manager</p>	<p>Free</p> <p>2p per sheet</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>

Appendix A: Guide to information available from Four Swannes School under the model publication scheme

Admissions policy/decisions (not individual admission decisions) – where applicable	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a> Hard copy: contact the Office Manager	Free 2p per sheet
Agendas and minutes of meetings of the governing body and its committees. (N.B. this will exclude information that is properly regarded as private to the meetings).	Hard copy: contact the Office Manager	2p per sheet
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.</p>	<b>How the information can be obtained</b>	<b>Cost</b>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>□ Information security policies <ul style="list-style-type: none"> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul> </li> </ul>	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a> Hard copy: contact the Office Manager	Free 2p per sheet
<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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated.</p>	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a> Hard copy: contact the Office Manager	Free 2p per sheet

Appendix A: Guide to information available from Four Swannes School under the model publication scheme

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register).	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>	Free
	Hard copy: contact the Office Manager	2p per sheet
Asset register	Inspection only: contact the School Business Manager or Site Manager	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only: contact the School Business Manager	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Extra-curricular activities	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>	Free
	Hard copy: contact the Office Manager	2p per sheet
Out of school clubs	Website <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>	Free
	Hard copy: contact the Office Manager	2p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>	Free
	Hard copy: contact the Office Manager	2p per sheet
School publications, leaflets, books and newsletters	Website: <a href="http://www.fourswannes.herts.sch.uk">www.fourswannes.herts.sch.uk</a>	Free
	Hard copy: contact the Office Manager	2p per sheet

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