



Freedom of Information Policy



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1 INTRODUCTION

Grange Farm Primary School supports the Freedom of Information Act 2000 and its objectives of openness and accountability in the public sector. The purpose of this policy is to assist employees in meeting the requirements of the Freedom of Information Act.

The Governing Body will review and update this policy through the Resources and Management Committee.

2 THE FREEDOM OF INFORMATION ACT

The act gives any individual (or organisation) the right to request information held by the school. Provided this request is made in writing the school must either confirm or deny whether or not information of the description sought is being held. The school must also provide applicants with such advice and assistance as may reasonably be expected.

3 PUBLICATION SCHEME

The school is required by the Act to operate a publication scheme. Grange Farm Primary School will be clear and proactive about the information they will make public, as part of the Freedom of Information Act 2010.

To do this, we will produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- 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 can be obtained in paper form.

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



4 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”.

The classes of information that we undertake to make available are organised into seven different topic areas:

- Who we are and what we do
Organisational information, structures, locations and contacts
- What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
- What our priorities are and how we are doing
Strategies and plans, performance indicators, audits, inspections and reviews
- How we make decisions
Decision-making processes and records of decisions
- Our policies and procedures
Current written protocols, policies and procedures for delivering our services and responsibilities
- Lists and registers
- The services we offer
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

5 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:

adminstaff@grangefarm.coventry.sch.uk

024 76 498111

Grange Farm Primary School, Dewsbury Avenue, Coventry, CV3 6NF

Or many of the documents are available on the school website:

www.grangefarmschool.co.uk

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”



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.

6 PAYING FOR INFORMATION

Information published on our website is free. 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 policy are provided free of charge. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request. Any costs are charged at actual current rates which are subject to change over time and are available from the school office.

We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum amount with is currently £450 for schools. For more information search for "Freedom of Information Requests" at www.gov.uk

7 PUBLICATION SCHEME

"Who we are and what we do"		
<i>Organisational information, structures, locations and contacts</i>		
Information to be published	How the information can be obtained	Cost
Staff Roles	Website / School Office	Note 1
Governor Membership	Website / School Office	Note 1
Governor Responsibilities	Website / School Office	Note 1
Instrument of Government	Website / School Office	Note 1
Contact details for the Headteacher and for the governing body	Website / School Office	Note 1
Staffing Structure	School Office (appendix to School Pay Policy)	Note 1
School session times and term dates	Website / School Office	Note 1



"What we spend and how we spend it"		
<i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</i>		
Information to be published	How the information can be obtained	Cost
Annual budget plans and financial statements	Website / school office (minutes of Governors' R&M Committee)	Note 1
Capital funding	Website / school office (minutes of Governors' R&M Committee)	Note 1
Financial audit reports (where applicable)	Website / school office (minutes of Governors' R&M Committee)	Note 1
Details of expenditure over £2000	Website / school office (minutes of Governors' R&M Committee)	Note 1
Procurement and projects	Website / school office (minutes of Governors' R&M Committee)	Note 1
Staffing and grading structure	School Office (appendix to School Pay Policy)	Note 1
Governor's Allowances	School Office	Note 1

"What our priorities are and how we are doing"		
<i>Strategies and plans, performance indicators, audits, inspections and reviews</i>		
Information to be published	How the information can be obtained	Cost
Government supplied performance data / The latest Ofsted Report: summary and full report	Website / school office	Note 1
Performance management policy and procedures adopted by the governing body	School office	Note 1
School future plans	Website / school office (minutes of meetings of the governing body)	Note 1



Safeguarding and Child Protection information	School office (e.g. for policy and procedure – personal information cannot be shared) General information available in Headteacher’s Report available in minutes of meetings of the Full Governing Body	Note 1
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“Our policies and procedures”		
<i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>		
Information to be published	How the information can be obtained	Cost
School policies, procedures and documents that the school is required to have by statute	Website / school office	Note 1
Records management and personal data policies, including: <ul style="list-style-type: none"> - Information security policies - Data protection (including information sharing policies) 	School office	Note 1
Charging regimes and policies	School office	Note 1

“Lists and registers”		
Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	School office	Note 1
Disclosure logs	N/A – cannot be shared	Note 1
Asset register	School office	Note 1
Any information the school is currently legally required to hold in publically available registers (does not include attendance register)	School office	Note 1



<i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i>		
Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Website / school office	Note 1
Out of school clubs	Website / school office	Note 1
School publications, leaflets, books and newsletters	Website / school office	Note 1

Note 1:

Costs will be in accordance with our current photocopying supplier contract – we will inform of you any incurred cost (as per Section 6) before complying with your freedom of information request.

8 FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you may have about the scheme. If you wish 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 the Headteacher. In the case of a complaint, please refer to the school's Complaints Policy.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint then you can get further support from 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.

www.ico.org.uk

0303 123 1113