

Harrow Lodge Primary School



FREEDOM OF INFORMATION POLICY (INCLUDING THE GUIDE TO INFORMATION AVAILABLE)

APPROVED BY GOVERNORS ON

Summer 2021

DUE FOR REVIEW:

Summer 2023

RESPONSIBLE PERSON(S)

MRS L SEARLE

SIGNED BY CHAIR OF GOVERNORS



1. INTRODUCTION

- 1.1 The Freedom of Information Act 2000 was enacted in November 2000. The Act is intended to foster a culture of openness in public authorities. From January 2005, it gives a general right of access to all types of recorded information held by public authorities, sets out certain exemptions from that right of access and places a number of obligations on public authorities dealing with the disclosure of information.
- 1.2 Individuals already have the right of access to information about themselves under the Data Protection Act 1998. The Freedom of Information Act will extend this right to allow public access to all types of information held from 2005.
- 1.3 One of the aims of the Act is encourage public authorities to publish information proactively. In this regard, every public authority is required to adopt and maintain a Publication Scheme setting out the classes of information held, the manner in which that information is intended to be published, and whether any charges shall apply to the publication of the information. The Publication Scheme is effective from 1st January 2009.

2. THE PUBLICATION SCHEME

- 2.1 This document sets out the Publication Scheme of Harrow Lodge Primary School that has been adopted from the model scheme produced by the Information Commissioner's Office (ICO).
- 2.2 This Publication Scheme sets out the classes of information the school publishes or intends to publish as a matter of course, the manner in which the information is available and applicable fees for providing the information.
- 2.3 The Scheme also sets out how to obtain information covered by the Scheme and where to request information not covered by the Scheme.

3. INFORMATION CLASSES

- 3.1 The Publication Scheme lists classes or categories of information published by the school and that is in the public interest to make available. Each information class or category contains a description or list of the information published by the school under that class or category.
- 3.2 The 7 Classes of Information are:
 - 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 council.

7. The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

4. CONTENT AND FORMAT OF THE PUBLICATION SCHEME

- 4.1 This Publication Scheme only covers information produced by the school. The school intends to make as much information as possible available to the public on its website.
- 4.2 The Publication Scheme may also contain information that is only available in printed hard-copy, electronic documents, books, reports and leaflets.
- 4.3 All information available on the Internet will also be made available in printed form for those who have difficulty in accessing the Internet.

5. ACCESS TO INFORMATION IN THE PUBLICATION SCHEME

- 5.1 A lot of the information the school produces is available on the school's website or is available to download from it. Other documents are available on request in hardcopy or electronic format.

6. CHARGING FOR INFORMATION UNDER THE PUBLICATION SCHEME

- 6.1 Most of the information available under the Publication Scheme is available free of charge from the school's website. In some instances, a charge may apply to the actual information supplied in hard-copy or other formats or charges may be made at rates determined from time to time by the school for any photocopies sought.
- 6.2 The school is committed to making as much information as possible available free of charge. Where a charge may apply to information contained in the Publication Scheme, it will be indicated under the individual information class.

7. EXEMPT INFORMATION

7.1 Certain information classes or categories listed in the Publication Scheme may contain information that is exempt under the Freedom of Information Act 2000. Other information contained within the class that is not exempt will still be available to the public.

8. INFORMATION NOT COVERED BY THE PUBLICATION SCHEME

8.1 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.

9. HOW INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

9.1 The 'Guide to Information' (page 7) will clearly state where and how the information can be accessed.

9.2 The school will provide as much information as possible on its website. Where this is impracticable, the guide will indicate how information can be obtained by other means and will provide it by those means.

9.3 In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

9.4 The Publication Scheme does not limit in any way other rights that people may have to information nor does it limit in any way the amount of information that we publish outside the Scheme.

10. WRITTEN REQUESTS

10.1 Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

10.2 Contact details are set out below:

Email: office@harrowlodgeprimary.com

Tel: 01708 448 187

Contact Address: Harrow Lodge Primary School
Rainsford Way
Hornchurch
Essex
RM12 4BP

10.3 To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please)

11. COMPLAINTS PROCEDURE

11.1 If you are in any way dissatisfied with the response from the school in relation to the Publication Scheme or any other matter concerning the Freedom of Information Act, please address your concerns, in the first instance, to the Head Teacher. If you do not feel that your complaint has been resolved, you should contact the Chair of Governors via the school office.

11.2 If you are still dissatisfied with the outcome of your complaint, you should contact 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

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

11.2 For more detailed information concerning the complaints procedure, please refer to the school’s Complaints Policy.

12. COPYRIGHT STATEMENT

12.1 Different copyright restrictions may apply to the individual documents listed within the Publication Scheme.

12.2 Unless otherwise stated within the individual document, permission is granted to access copyright material and to download copyright material onto electronic, optical or similar storage media provided that such activities are for private research or study only.

12.3 Copyright material must not be copied, distributed or published. Any other use of copyright material requires formal permission. If you require permission to use copyright material, or if you are unsure whether copyright restrictions apply, please contact the Head Teacher.

13. REVIEW

13.1 The school governors will review this Publication Scheme every 2 years. The review will assess the general operation of the Scheme and any additional information that should be included in it.

Freedom of Information



Guide to information available from Harrow Lodge 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 (Organisational information, structures, locations and contacts) This will be current information only	(Hard copy and/or website)	
Who's who in the school	School website / SEF	
Who's who on the governing body / board of governors and the basis of their appointment	School website / SEF	
Instrument of Government	School website / Office	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website / Office	
School prospectus	School website / Office Hard copy given to all new parents	
School Profile	Harrow Lodge School Profile	
Staffing structure	School website / SEF	
School session times and term dates	School website School Prospectus	
Address of school and contact details, including email address.	School website School Prospectus	

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	(Hard copy and/or website)	
Annual budget plan and financial statements	Hard copy from school office	10p per sheet
Capital funding	Hard copy from school office	10p per sheet
Additional Funding	Hard copy from school office	10p per sheet
Procurement and Projects	Hard copy from school office	10p per sheet
Pay policy	Hard copy from school office	10p per sheet
Staffing and Grading Structure	Hard copy from school office	10p per sheet
Governors' allowances	Hard copy from school office	10p per sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>	(Hard copy or website)	
<ul style="list-style-type: none"> • Government supplied Performance data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	School website Action Plan available for inspection from the school office	
Performance management policy and procedures adopted by the governing body.	School website Hard copy available	10p per sheet
School's Future Plans	School Development Plans can be borrowed from the School office or purchased	£5 per copy
Safeguarding and child protection – Policies and Procedures	School website	

<p>Class 4 – How we make decisions Current and previous three years as a minimum</p>	(Hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions)</p>	Havering website	
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	Hard copies are available for inspection and to purchase	10p per sheet
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p>	(Hard copy or website)	
<p>School policies including:</p> <ol style="list-style-type: none"> 1. Charging and remissions policy 2. Health and Safety 3. Complaints procedure 4. Staff conduct policy 5. Disciplinary policy 6. Grievance policy 7. Information request policy 8. Single Equality policy 	<ol style="list-style-type: none"> 1. School website / Office 2. Office 3. School website / Office 4. Office 5. Office 6. Office 7. School website / Office 8. School website / Office 	<p>Hard copies available</p> <p>10p per sheet (for those only available from the school office)</p>
<p>Pupil and curriculum policies, including:</p> <ol style="list-style-type: none"> 1. Home-school agreement 2. Curriculum policies 3. Sex education 4. Special educational needs 5. Accessibility 6. Collective worship 7. Behaviour policy 	<ol style="list-style-type: none"> 1. School website / Office 2. School website / Office 3. School website / Office 4. School website / Office 5. School website / Office 6. School website / Office 7. School website / Office 	<p>Hard copies available</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(Hard copy or website; some information may only be available by inspection)</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Office</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>School website / Office</p>	
<p>Disclosure logs</p>	<p>Office</p>	
<p>Asset register</p>	<p>Office</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Office</p>	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(Hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>School website /Letter/email</p>	
<p>Out of school clubs</p>	<p>School website /Letter/email</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>School website /Letter/email</p>	
<p>School publications, leaflets, books and newsletters</p>	<p>School website /Letter/email</p>	

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	*Actual cost available on request
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the school