



# **OWLSMOOR PRIMARY**

## ***FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME***

<b>Status of Policy</b>	<b>Date</b>
Statutory	
Reviewed	Every 3 years
Policy written	Oct 2010
Last reviewed by governors	12 <sup>th</sup> Feb 2019
Review due	12 <sup>th</sup> Feb 2022

## **This is Owlsmoor Primary Schools 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 scheme, setting out:

- *The classes of information which 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. Information in our publication scheme is available for you on our website to download and print off, or is available in paper form upon request through the school office.

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

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a 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.

The classes of information that we undertake to make available are organised into seven broad 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* – currently maintained lists and registers only
- *The services we offer* – information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

#### **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, fax or letter. Contact details are set out below, or you can visit our website at [www.owlsmoorprimary.com](http://www.owlsmoorprimary.com)

The following link is on the website above.

<http://www.ico.gov.uk/Global/Search.aspx?collection=ico&keywords=Schools+model+publication+scheme>

Email: **secretary@office.Owlsmoor.bracknell-forest.sch.uk**

Tel: **01344 776642**

Fax: **01344 761479**

Contact Address: **Owlsmoor Primary School, Cambridge Road, Owlsmoor, Sandhurst, Berks. GU47 0TA**

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 our 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 your request requires a lot of photocopying or printing, or postage charge, in which case you will be advised of the cost before fulfilling your request. See Annexe B for current prices.

## **6. Classes of Information Currently Published**

### **Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

Who's who in the school

Who's who on the governing body and the basis of their appointment

Instrument of Government

Contact details for the Head teacher and for the governing body

School prospectus

Staffing structure

School session times and term dates

### **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)

Annual budget plan and financial statements

Capitalised funding

Additional funding

Procurement and projects

Pay policy

Staffing and grading structure

Governors' allowances

### **Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

School website

The latest Ofsted report

Performance management policy and procedures adopted by the governing body.

Schools future plans

Every Child Matters – policies and procedures

### **Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Admissions policy/decisions (not individual admission decisions)

Agendas of meetings of the governing body and its sub-committees

Minutes of meetings (as above) – excludes information that is properly regarded as private to the meetings.

### **Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

The School has a large number of policies that are available to view in the school office.

### **Class 6 – Lists and Registers**

Curriculum circulars and statutory instruments

Disclosure logs

Asset register

Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)

### **Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Extra-curricular activities

Out of school clubs

School publications

Services for which the school is entitled to recover a fee, together with those fees

Leaflets books and newsletters

## **7. Feedback and Complaints**

We welcome any comments or suggestions you may 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 :

Clerk to the Governors  
Owlsmoor Primary School  
Cambridge Road  
Sandhurst  
Berks  
GU47 0TA

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. A form is available for download at the ICO website.

They can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF *or*

E Mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Website : <http://www.ico.gov.uk/>

## Owlsmoor Primary School Freedom of Information Publication Scheme

### Annex A – documents held by the school

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)
Who's who in the school	Hard copy/website
Who's who on the governing body and the basis of their appointment	Hard copy/website
Instrument of Government	Hardcopy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy/website
School prospectus	Hard copy/website
Staffing structure	Hard copy/website
School session times and term dates	Hard copy/website
<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)	(hard copy and/or website)
Current and previous financial year as a minimum	
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy
Procurement and projects	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
Governors' allowances	Hard copy

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website)
Current information as a minimum	
The latest Ofsted report	Hard copy/website
Performance management policy and procedures adopted by the governing body.	Hard copy
Schools future plans	Hard copy
Every Child Matters – policies and procedures	Hard copy

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy and/or website)
Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	Hard copy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/or website)
School policies including pupil and curriculum policies and records management and personal data policies. (some of these policies are only available in hard copy)	Hard copy / website



<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy and/or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Hard copy

<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	(hard copy and/or website; some information may only be available by inspection)
Extra-curricular activities	Hard copy/website
Out of school clubs	Hard copy/website
School publications	Hard copy/website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
Leaflets books and newsletters	Hard copy/website

<b>Additional Information Available</b>	
School handbook	Hard copy

Owlsmoor Primary School Freedom of Information Publication Scheme

Annex B – Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ ..0.86p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..1.40p per sheet (black & white) double sided.	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class

\* the actual cost incurred to complete the request for information