



Edwards Hall Primary School

Freedom of Information Policy and Publication Scheme

Issued by:	Edwards Hall Primary School
Responsibility of:	Business Manager
Date Issued:	March 2018
Governor Approved:	March 2018
Review Date:	March 2021

Introduction: What a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 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. All information in our publication scheme is available for you on our website and in paper form. 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.

Classes of information currently 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 broad topic areas:

- 1) **Who we are and what we do** - Organisational information, locations, contacts and 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** - Strategies and plans, performance information, inspections and reviews.
- 4) **How we make decisions** - Policy proposals and decisions, decision making processes, internal criteria and procedures and consultations.
- 5) **Our policies and procedures** - Current written protocols, policies and procedures and responsibilities.
- 6) **Lists and registers** - Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 7) **The services we offer** - Advice and guidance, booklets and leaflets, newsletters and media releases. Classes of information not generally included:
 - 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.

How to request information

Many of the documents are available on our website. You will find our website at www.edwardshallprimary.co.uk

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@edwardshall.southend.sch.uk
Tel: 01702 524470
Contact Address: Edwards Hall Primary School
Macmurdo Road
Leigh-on-Sea
Essex
SS9 5AQ

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.

On receipt of a request the designated person will:

- Decide whether the request is a request under Data Protection Act (DPA), Environmental Information Regulations (EIR) or Freedom of Information (FOI).
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is not held by the school.
- Provide the information if it has already been made public.
- Consider whether a third party’s interests might be affected by disclosure and if so consult them.
- Consider whether any exemptions apply and whether they are absolute or qualified.
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information.
- Consider whether the request is vexatious or repeated.

Requests will be dealt with within twenty working days excluding school holidays. Any request received during school holidays will be dealt with when the School reopens.

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

The school has indicated what information is covered by this scheme and how it can be obtained. (See Appendix 1). Where it is within the capability of our school, information will be provided on our website. Where it is impracticable to make information available on the website a paper version will be available from the school office.

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

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will

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do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charging

Information published on our website is free, although you may incur costs from your Internet service provider.

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 printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box. 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.

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 Mr J Johnson, Headteacher.

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:

FOI/EIR Complaints Resolution
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website: www.informationcommissioner.gov.uk

Freedom of Information

Guide to information available from Edwards Hall Primary School under the model publication scheme

<p>Information to be published</p> <p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>How the information can be obtained (Website)</p>	<p>Cost</p>	<p>How the information can be obtained (hard copy)</p>	<p>Cost</p>
Who's who in the school	Website	Free	Hard copy available on request	Free
Who's who on the governing body and the basis of their appointment	Website	Free	Hard copy available on request	Free
Instrument of Government – The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.	Website	Free	Hard copy available on request	Free
Contact details for the Headteacher and for the governing body (named contacts where possible with email addresses)	Website	Free	Hard copy available on request	Free
Staffing structure	Website	Free	Hard copy available on request	Free
School session times and term dates	Website	Free	Hard copy available on request	Free
Website details www.edwardshallprimary.co.uk				

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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) <i>Current and previous financial year as a minimum</i>	How the information can be obtained (Website)	Cost	How the information can be obtained (hard copy)	Cost
Financial information	n/a	n/a	A copy of the school's Financial Regulations can be obtained from the Business Manager.	£10.00
Annual budget plan and financial statements	n/a	n/a	Non-confidential information can be obtained from the Business Manager.	£10.00
Capitalised funding	n/a	n/a	Details available from the Business Manager	£10.00
Additional funding	n/a	n/a	Details available from the Business Manager	£10.00
Procurement and projects	n/a	n/a	Details available from the Business Manager	£10.00
Pay policy - The statement of the school's policy and procedures regarding teachers' pay.	n/a	n/a	Details available from the Business Officer	£10.00
Staffing and grading structure	n/a	n/a	Details available from the Business Manager	£10.00
Governors' allowances - Details of allowances and expenses that can be claimed or incurred.	n/a	n/a	Allowances are not paid to Governors	n/a

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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	How the information can be obtained (Website)	Cost	How the information can be obtained (hard copy)	Cost
<ul style="list-style-type: none"> The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website link	Free	Available from the school office	£5.00
<ul style="list-style-type: none"> Government supplied performance data 	Website link	Free	n/a	n/a
Performance management policy and procedures adopted by the governing body.	n/a	n/a	Available from the Business Manager	£20.00
School's future plans	n/a	n/a	School development plan	£10.00
Safeguarding and Child Protection Policy	Website link	Free	n/a	n/a

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	<p>How the information can be obtained (Website)</p>	<p>Cost</p>	<p>How the information can be obtained (hard copy)</p>	<p>Cost</p>
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website</p>	<p>Free</p>	<p>n/a</p>	<p>n/a</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>n/a</p>	<p>n/a</p>	<p>Non-Confidential agendas of governing body meetings are available from the Clerk to the Governing Body. Please contact the chair via the clerk.</p>	<p>30p per page</p>
<p>Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meetings.</p>	<p>n/a</p>	<p>n/a</p>	<p>Non-Confidential minutes of governing body meetings are available from the Clerk to the Governing Body. Please contact the chair via the clerk.</p>	<p>30p per page</p>

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How information can be obtained	Cost	How the information can be obtained (hard copy)	Cost
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Freedom of Information policy • Equality and diversity policy • Staff recruitment and selection policy 	Website for majority of policies	Free	Hard copies available for viewing Hard copies available on request	Free 30p per page
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Collective worship • Pupil discipline 	Website for majority of policies	Free	Hard copies available for viewing Hard copies available on request	Free 30p per page
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information management policy • Data protection (including information sharing policy) 	Website for majority of policies	Free	Hard copies available for viewing Hard copies available on request	Free 30p per page
Charging regimes and policies. (details of statutory charging regimes /charges made for information routinely published stating what costs are to be recovered, on which they are made and how they are calculated.)	Website	Free	Hard copies available for viewing Hard copies available on request	Free 30p per page

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Class 6 – Lists and Registers Currently maintained lists and registers only	How information can be obtained	Cost	How the information can be obtained (hard copy / only available by inspection)	Cost
Asset register	n/a	n/a	Available from the Business Manager	£10.00
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	n/a	n/a	Available from the school office	30p per page

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	How information can be obtained	Cost	How the information can be obtained (hard copy / only available by inspection)	Cost
Extra-curricular activities	Website	Free	Hard copy available on request-newsletter	30p per page
Out of school clubs	Website	Free	Leaflets available from the school office	Free
Services for which the school is entitled to recover a fee, together with those fees			Hard copies available on request	Free
Leaflets, books and newsletters	Website	Free	Hard copy available on request-newsletter	Free

Schedule of Charges

Schedule Of Charges - we will inform you of the cost before fulfilling your request.

Information published on our website is free, but you may incur a cost from you Internet Service Provider. Single copies of information covered by this publication scheme are provided free unless:

- Involves more than 10 pages of photocopying or printing.
- Requires the school to pay a postage charge.
- Is for a priced item such as printed publications or videos.

This describes how the charges have been arrived at are published as part of this guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 30p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class postage for weight of package*
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority