



ST ALBAN'S CE (AIDED) PRIMARY SCHOOL

"Inspired to make a difference in God's world with excellence and love"

FREEDOM OF INFORMATION POLICY

DOCUMENT INFORMATION			
Responsibility:	Headteacher	Reviewed by:	FGB
Last Review:	March 2015	Next Review:	March 2018
Review Cycle:	3 yearly		

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits St Alban's Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by St Alban's Primary School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits St Alban's Primary School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by St Alban's Primary School and falls within the classifications below.
- To specify the information which is held by St Alban's Primary School and falls within the classes of information below.
- 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 St Alban's Primary School 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 St Alban's Primary School that has been requested, and any updated versions it holds, unless St Alban's Primary School 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 a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Classes of Information

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Class 1 - Who we are and what we do <i>(Organisational information, locations and contacts, constitutional and legal governance- current information only)</i>	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	By request
Contact details for the Headteacher and for the governing body	Website
School prospectus	Website
Staffing structure	Website
School session times and term dates	Website
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit – current and previous financial year as a minimum)</i>	
Annual budget plan and financial statements	Hard copy on request
Capitalised funding	Hard copy on request
Additional funding	Hard copy on request
Procurement and projects	Hard copy on request
Pay policy	Hard copy on request
Staffing and grading structure	Hard copy on request
Governors' allowances	Hard copy on request
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews – current information as a minimum)</i>	
School profile <ul style="list-style-type: none"> • Government supplied performance data • Latest Ofsted report 	Website
Performance management policy and procedures adopted by the governing body	Hard copy on request
Class 4 – How we make decisions <i>(Decision making processes and records of decisions – current and previous three years as a minimum)</i>	
Admissions policy/decisions (not individual admission decisions)	Website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy on request
Minutes of meetings (as above)	Hard copy on request

Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities – current information only)</i>	
School policies including: <ul style="list-style-type: none"> • Charging and Remissions • Health and Safety • Complaints procedure • Discipline and grievance policies • Staffing structure implementation plan • Pay • Equality • Child Protection and Safeguarding 	Website Website Website Hard copy on request Hard copy on request Hard copy on request Website Hard copy on request
Pupil and curriculum policies including: <ul style="list-style-type: none"> • Home-school agreement • Admissions • Attendance • Sex Education • Accessibility • Special Educational Needs • Collective Worship • Behaviour Management • Equality 	Website Website Website Website Hard copy on request Website Website Website Website
Records management and personal data policies including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policy • Data protection (including information sharing) 	Meet with Headteacher to discuss request
Class 6 – Lists and Registers <i>(Currently maintained lists and registers only)</i>	
Curriculum circulars and statutory instruments	Meet with Headteacher to discuss request
Disclosure logs	Meet with Headteacher to discuss request
Asset register	Meet with Headteacher to discuss request
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance registers)	Meet with Headteacher to discuss request
Class 7 – The Services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters – current information only)</i>	
Extra-curricular activities	Via letters
Out of school clubs	Via letters
School publications	Via letters

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

St Alban's Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

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.

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 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.

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 St Alban's Primary School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Written requests

Information held by a public authority 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

Contact Details

If you require a paper version of any information, or want to ask whether information is available, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Website: www.st-albans.hants.sch.uk
Email: adminoffice@st-albans.hants.sch.uk
Telephone: 023 9248 2072
Fax: 023 9245 2378
Address: St Alban's Road, West Leigh, Havant, Hants PO9 2JX

To help us process your request quickly, please 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 us to ask if we have it.