

Freedom of Information Act 2000

Guide to Information provided by schools under the model publication scheme

Introduction

This template guide is written for the use of small schools, particularly primary and nursery schools, in England, Wales and Northern Ireland.

It gives examples of the kinds of information the Information Commissioner's Office (ICO) expects you to publish to meet your commitment under the publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for all public authorities that are subject to FOIA to adopt, including schools.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

This Template Guide to Information has been produced specifically for smaller schools. For example, the financial threshold for expenditure in this guide is lower than the one we would expect larger schools to publish. However, you can opt to use either the [Definition Document for Schools](#) or this Guide to Information.

You are in breach of FOIA if you have not adopted the model publication scheme or if you are not publishing in accordance with it.

The model publication scheme is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt it in full and unedited and promote it alongside this Guide to Information. You do not need to tell the ICO that you have adopted the model scheme. We will assume they have done so unless we hear otherwise.

Information available from **Elms Farm Community Primary School** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>-School prospectus - Information can be obtained via school website.</p>	Free
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>Information can be obtained via school website.</p>	Free
<p>Head teacher's contact details</p>	<p>Obtained from the school office</p>	Free
<p>Who's who in the school/academy</p>	<p>Information can be obtained via school website.</p>	Free
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p> <p>Governing body's contact details</p>	<p>Information can be obtained via school website.</p>	Free

Instrument of Government / Articles of Association	Information can be obtained via school website.	Free
School/academy prospectus	On request from the school office	Free
School/Academy session times and term dates	Information can be obtained via school website.	Free
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>	Available on request in writing to the Chair of Governors.	Free
Annual budget and financial statements	Available on request in writing to the Chair of Governors.	Free
Capital funding	Available on request in writing to the Chair of Governors.	Free
Financial Audits reports	Available on request in writing to the Chair of Governors.	Free
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Available on request in writing to the Chair of Governors.	Free
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other	Available on request in writing to the Chair of Governors.	Free

posts, identify levels of pay by salary range		
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Available on request in writing to the Chair of Governors.	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Available on request in writing to the Chair of Governors.	Free
Procurement and contracts we have entered into	Available on request in writing to the Chair of Governors.	Free
Details of any premiums we receive such as Pupil premium.	Available on request in writing to the Chair of Governors.	Free
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	(hard copy or website)	
Annual Report	Information can be obtained via school website.	Free
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as</i>	Information can be obtained via school website.	Free

<p><i>appropriate</i>)</p> <ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan 		
Exam and assessment results	Information can be obtained via school website.	Free
Performance tables	Information can be obtained via school website.	Free
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Available on request in writing to the Chair of Governors.	Free
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Information can be obtained via school website.	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Available on request in writing to the Headteacher.	Free
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p>	Available on request in writing to the Chair of Governors.	Free

Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Information can be obtained via school website. Available on request in writing to the Headteacher.	Free
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Available on request in writing to the Chair of Governors.	Free
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Available on request in writing to the Headteacher.	Free
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Information can be obtained via school website.	Free
Safeguarding and child protection, including protecting children’s personal data	Available on request in writing to the Headteacher/Lead DSL	FREE
Equality and Diversity	Information can be obtained via school	Free

(For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	website.	
Policies and procedures relating to recruitment and human resources	Available on request in writing to the Headteacher	Free
Special educational needs	Information can be obtained via school website.	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Information can be obtained via school website.	Free
Pay Policy	Available on request in writing to the Headteacher	Free
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Information can be obtained via school website.	Free
Charging regimes and policies	Information can be obtained via school website.	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	

Curriculum circulars and statutory instruments	Information can be obtained via school website.	Free
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Information can be obtained via school website via CCTV Policy.	Free
Disclosure logs, ie information provided in response to FOIA/EIR requests	Available on request in writing to the Headteacher	Free
Asset register and Information Asset register	Available on request in writing to the Headteacher	Free
Any information we are currently legally required to hold in publicly available registers	Available on request in writing to the Headteacher	Free
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Information can be obtained via school website.	Free
Out of school/academy clubs	Information can be obtained via school website.	Free

Services for which we are entitled to recover a fee, together with those fees	Available on request in writing to the Headteacher	Free
Requests for paper copies of information	Via email: enquiries@elmsfarm.org	Free
Our publications, leaflets, books and newsletters	Information can be obtained via school website.	Free
Additional Information Any 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 @ 3p per sheet (black & white)	3p photocopying + paper
	Photocopying @ 5p per sheet (colour)	5p charge + paper
	75p	Actual cost of Royal Mail standard 2 nd class-75p
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute) N/A
Other		

* the actual cost incurred