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Marlborough St Mary's CE Primary School



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Freedom of Information Policy

Together we believe, learn and achieve

Marlborough St Mary's CE Primary School

Freedom of Information Policy

This is Marlborough St Mary's CE Primary School Publication Scheme on information available under the Freedom of Information Act 2000 and 2005. This publication scheme follows a template approved by the Information Commissioner.

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.

The scheme commits our school to:

- Proactively/routinely publish information which is held by us, falling within the 'Classes' (see section 6);
- Specify the information available and how;
- Review and update information on a regular basis;
- Explain any fees to be charged for the information;
- Make this scheme publicly available;
- Publish information held by the school that has been requested (unless not appropriate to do so);
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations \(2015\)](#));
- Make clear if any information is relevant copyright work (under FOI Section 19(8)) and the school is the only owner.

The scheme covers information already published and information which is to be published in the future.

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

- Who we are and what we do;
- What we spend and how we spend it;
- What our priorities are and how we are doing;
- How we make decisions;
- Our policies and procedures;
- Lists and registers;
- The services we offer.

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.

Please note, if requesting information regarding a specific child or subject, please see Subject Access Request Policy.

3. Making Information Available

Information will be provided on the school's website. Where it is impracticable to make information available through this forum, or when an individual does not wish to access the information through this way, the school will indicate how information can be obtained by other means and provide it by those means (see sections 4 and 6).

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 timeframe.

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 formats will be adhered to when providing information in accordance with this scheme.

4. Written requests

Much of the information is available on the website, however if you require other information or 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, or you can visit our website at <http://www.marlboroughstmarys.wilts.sch.uk/>

Email: admin@marlboroughstmarys.wilts.sch.uk

Contact Address: **Marlborough St Mary's CE Primary School
Ducks Meadow
Marlborough
Wiltshire
SN8 4BX**

01672 513101

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 you can still contact the school to ask if we have it.

5. Charging

Charges may be made for information published under this scheme. The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the 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 law.

Charges may be made to cover our costs 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 circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

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 the terms of the [Re-use of Public Sector Information Regulations \(2015\)](#), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

Indicative schedule of costs:

Photocopying/printing @ 10p per sheet (black & white)
Photocopying/printing @ 15p per sheet (colour)
Postage – applied at cost of Royal Mail standard 2nd class post.

6. Classes of Information

Class 1 – Who we are and what we do

For example: Organisational information, staffing structures, locations, contacts, Instrument of Government and Gender Pay Gap reporting. This information may be available on request only.

Information to be published on the website:

- Name, address and telephone number of the school; and the type of school;
- Who's who in the school;
- Name of the Governing Body, Who's Who and the basis of their appointment. The manner in which the governing body is constituted; the term of office of each category of governor if less than 4 years; their term of office; the name of anybody entitled to appoint any category of governor;
- Outline of the Curriculum
- Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address (if used));
- A statement of the school's ethos and values
- Details of any affiliations with a particular religion or religious denomination;
- Staffing structure;
- School session times and term dates.

Class 2 – What we spend and how we spend it

For example: Information relating to projected and actual income and expenditure, procurement, contracts, staff pay and grading structures; and financial audit. Current and previous financial year as a minimum. This information may be available on request only.

Information to be published on the website:

- Governors' allowances;
- Income (via link to financial benchmarking service)
- Expenditure (via link to financial benchmarking service)
- Staff pay (via link to financial benchmarking service)
- Details of the allocation of Government grants including Pupil Premium and PE Grant income.

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

For example: Strategies and plans, performance indicators, audits, post inspection plans, school future plans, performance management policy and procedures. This information may be available on request only.

Information to be published on the website:

- Government supplied performance data;
- Latest Ofsted report (Summary and Final report)
- Exam and assessment results;
- Performance tables;
- Where appropriate, inspection reports of religious education in those schools designated as having a religious character

Class 4 – How we make decisions

For example: Decision making processes and records of decisions; governors' agendas and committee minutes. Current and previous years as a minimum. This information may be available on request only.

Information to be published on the website:

- Admissions policy;
- Minutes of FGB – this will exclude information that is properly regarded as private to the meetings.

Class 5 – Our policies and procedures

For example: Current written protocols, policies and procedures for delivering our services and responsibilities. This information may be available on request only.

Information to be published on the website.

- Charging and remissions;
- Health and Safety;
- Complaints policy;
- Freedom of Information policy;
- Curriculum/Teaching & Learning;
- Special Educational Needs policy and Information report;
- Equality Information and Objective;
- Safeguarding and Child Protection;
- Collective worship;
- Behaviour;
- Remote education information;
- Admissions policy;
- Data protection;
- CCTV.

Class 6 – Lists and Registers

For example: Currently maintained lists and registers, which the school is currently legally required to hold in publicly available registers (This does not include the attendance register). This information will be available on request only. Please note some information may only be available by inspection.

Class 7 – The services we offer

For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses, extra-curricular activities and services for which the school is entitled to recover a fee, together with those fees. Current information only. This information may be available on request only. Please note some information may only be available by inspection.

Information to be published on the website:

- Out of school clubs
- School publications
- 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 Mr Dan Crossman, 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 (which came in to full effect in 2005) and deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 0303 123 1113 or 01625 545745

Email: mail@ico.gsi.gov.uk

Website : www.ico.gov.uk