



CURZON C of E COMBINED SCHOOL

FREEDOM OF INFORMATION POLICY

In accordance with Freedom of Information Act 2008, this policy was copied from the ICO April 2008 Model Publication Scheme v1.0

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Curzon C of E Combined School and will be valid until further notice.

This publication scheme commits the 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 the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications 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 the 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 the school that has been requested, and any updated versions it holds, unless the 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 school 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.

Classification of information

- **1 - Who we are and what we do**
Organisational information, locations and contacts, constitutional and legal 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**
Strategy and performance information, plans, assessments, inspections and reviews.
- **4 - How we make decisions**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **5 - Our policies and procedures**
Current written protocols for delivering our functions and responsibilities.
- **6 - Lists and registers**
Information held in registers required by law and other lists and registers relating to the functions of the school.
- **7 - The services we offer**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The 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

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

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained (see Annexe A).

Where it is within the capability of the school, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information by the website, the school 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 the school 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 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 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
- Any reasonable administration costs

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 the school 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

Office Manager
Curzon Combined School
Penn Street Village
Bucks HP7 0QL
Ph: 01494 712251
Email: office@curzonschool.co.uk

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 40p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
	Administration charges	Actual cost *

* the actual cost incurred by the school

Annexe 1

Information to be published	How the information can be obtained
Classification 1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> <i>This will be 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	School office
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website
School prospectus	Website
Staffing structure	School office
School session times and term dates	Website
Classification 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)</i>	
<i>Current and previous financial year as a minimum</i>	
Annual budget plan and financial statements	School office
Capitalised funding	School office
Additional funding	School office
Procurement and projects	School office
Pay policy	School office
Staffing and grading structure	School office
Governors' allowances	School office
Classification 3 – What our priorities are and how we are doing	
<i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	
<i>Current information as a minimum</i>	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website Website
Performance management policy and procedures adopted by the governing body.	School office
Child protection policies and procedures	Website
Classification 4 – How we make decisions	
<i>(Decision making processes and records of decisions)</i>	
<i>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	School office
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	School office

<p>Classification 5 – Our policies and procedures</p> <p><i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p><i>Current information only</i></p>	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website School office Website School office School office School Office Website School office</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Equality policy • Collective worship • Behaviour policy 	<p>School office Website School office Website School office Website School office Website</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Data protection (including information sharing policies) 	<p>School office School office</p>
<p>Classification 6 – Lists and Registers</p> <p><i>Currently maintained lists and registers only</i></p>	
<p>Asset register</p>	<p>School office</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Website</p>
<p>Classification 7 – The services we offer</p> <p><i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i></p>	

<i>Current information only</i>	
Extra-curricular activities	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees see Charging policy	Website
Newsletters	Website
<p>Additional Information</p> <p><i>This will provide schools with the opportunity to publish information that is not itemised in the lists above</i></p>	