



North Primary School & Nursery

# FREEDOM OF INFORMATION POLICY

(INCLUDING PUBLICATION SCHEME)

# North Primary School & Nursery

## Freedom of Information Act 2000

### 1. Background

The Freedom of Information Act 2000 requires that all public authorities (including schools) adopt and maintain a publication scheme.

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.*

Some information which we hold may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

### 2. Aims and Objectives

We are committed to openness and transparency in the provision of information to all persons or organisations that request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000 and Data Protection Act 2018:

1. Copies of reference documents, such as policy statements and procedural guidance will be provided either free of charge or as published in our Publication Scheme, which is itself available from the school office.
2. We will normally confirm within five school days whether or not we hold the information you request and will either provide it promptly or within the 20 school days as required by the Freedom of Information Act.
3. Where a request for information is made in person or over the telephone, and is reasonably straightforward, we will respond without formality. In more complex cases we will ask you to put the request in writing (letter, email or fax) to ensure that we have clear statement of what is requested.
4. Where appropriate, we will provide information in redacted (that is, edited) form, in line with any exemptions that we wish to apply under the legislation.

*Example: You ask for a document that includes details of other children besides your own. We agree to provide the document with references to other children edited out.*

5. If you do not accept our reasons for declining to disclose information requested you should write to the Chair of Governors, c/o the School in the first instance. If you are not happy with his/her response, you may wish to contact the Information Commissioner.
  
5. We may be unable to provide the information you request for any of the following reasons:
  - We do not hold the information
  - We are applying an exemption to the disclosure (For example - there is an exemption for personal data if releasing it would be contrary to the Data Protection Act)
  - It would cost the school more than £450 to provide the information (this figure is set by government)

If we are unable to comply with your request, we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep down the costs.

### **3. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published). This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into ~~four broad~~ seven topic areas:

1. *Who we are and what we do*
2. *What we spend and how we spend it*
3. *What our priorities are and how we are doing*
4. *How we make decisions*
5. *Our policies and procedures*
6. *Lists and registers*
7. *The services we offer*

### **4. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: **admin@north.essex.sch.uk**

Tel: **01206 574225**

Fax: **01206 369583**

Contact Address: **John Harper St., Colchester, Essex, CO1 1RP**

To help us process your request quickly, please clearly mark any correspondence  
\*FREEDOM OF INFORMATION REQUEST\*

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. Paying for information**

Single copies of information covered by this publication are provided free unless stated otherwise in the schedule. 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.

## **6. 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 the Office Manager at school.

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

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	Free of charge
Who's who in the school	<b>Website</b> <a href="http://www.northschool.org.uk">www.northschool.org.uk</a>	Free of charge
Who's who on the governing body and the basis of their appointment	<b>Website</b> <a href="http://www.northschool.org.uk">www.northschool.org.uk</a>	Free of charge
Instrument of Government	<b>Hard copy</b> Contact school office	Free of charge
Contact details for the Head teacher and for the governing body (named contacts where possible)	<b>Hard copy</b> Contact school office	Free of charge
Annual Report to parents	<b>Website</b> <a href="http://www.northschool.org.uk">www.northschool.org.uk</a> <b>Hard copy</b> Contact school office	Free of charge
Staffing structure	<b>Hard copy</b> Contact school office	Free of charge
School session times and term dates	<b>Website</b> <a href="http://www.northschool.org.uk">www.northschool.org.uk</a> <b>Hard copy</b> Contact school office	Free of charge
Address of school and contact details; including email address	<b>Website</b> <a href="http://www.northschool.org.uk">www.northschool.org.uk</a>	Free of charge

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	<b>Hard copy</b> Contact school office	Free of charge
Annual budget plan and financial statements	<b>Hard copy</b> Contact school office	Free of charge
Capitalised funding	<b>Hard copy</b> Contact school office	Free of charge
Additional funding	<b>Hard copy</b> Contact school office	Free of charge
Pay policy	<b>Hard copy</b> Contact school office	Free of charge
Staffing and grading structure (including allowances)	<b>Hard copy</b> Contact school office	Free of charge
Governors' allowances	<b>Hard copy</b> Contact school office	Free of charge
Financial Audit Report	<b>Hard copy</b> Contact school office	Free of charge



<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p><b>Website</b> <a href="http://www.northschool.org.uk">www.northschool.org.uk</a> <b>Hard copy</b> Contact school office</p>	<p>Free of charge</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p><b>Hard copy</b> Contact school office</p>	<p>Free of charge</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p><b>Hard copy</b> Contact school office</p>	<p>Free of charge</p>



<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy (website*)</li> <li>• Health and Safety</li> <li>• Complaints procedure (website*)</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> <li>• Data Protection Policy &amp; Privacy Notices (website*)</li> </ul>	<p><b>*Website</b>  <a href="http://www.northschool.org.uk">www.northschool.org.uk</a></p> <p><b>Hard copy</b>  Contact school office</p>	Free of charge
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement (website*)</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs (website*)</li> <li>• Accessibility</li> <li>• Equality (website*)</li> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>	<p><b>*Website</b>  <a href="http://www.northschool.org.uk">www.northschool.org.uk</a></p> <p><b>Hard copy</b>  Contact school office</p>	Free of charge
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p><b>Hard copy</b>  Contact school office</p>	Free of charge
<p>Charging regimes and policies.  This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p><b>Hard copy</b>  Contact school office</p>	Free of charge

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	<b>Hard copy</b> Contact school office	Free of charge
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Inspection only	

<b>Class 7 – The services we offer</b> (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	<b>Hard copy</b> Contact school office	Free of charge
Out of school clubs	<b>Website</b> <a href="http://www.northschool.org.uk">www.northschool.org.uk</a> <b>Hard copy</b> Contact school office	Free of charge
School publications	<b>Website</b> <a href="http://www.northschool.org.uk">www.northschool.org.uk</a> <b>Hard copy</b> Contact school office	Free of charge
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard copy</b> Contact school office	Free of charge
Leaflets books and newsletters	<b>Hard copy</b> Contact school office	Free of charge

<p><b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p><b>Website</b> <a href="http://www.northschool.org.uk">www.northschool.org.uk</a></p>	<p><b>Website</b> <a href="http://www.northschool.org.uk">www.northschool.org.uk</a></p>	<p>Free of charge</p>