

Introduction

West Coker Primary School is committed to the Freedom of Information Act and to the principles of accountability and the general right of access to information. This policy outlines our response to the Act and a framework for managing requests.

Background

The school recognises that under the FoI, any person (the enquirer) has a legal right to ask for access to information held by the school. The enquirer is entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

The information which the school routinely makes available to the public is included in the Publication Scheme (FoI Publication Scheme). Requests for other information will be dealt with in accordance with the statutory guidance.

As requests under FoI can be addressed to anyone in the school all staff will be made aware of the process for dealing with requests.

The school will respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply.

The school will respond to each request within 20 days excluding school holidays.

Scope

If any element of a request to the school includes personal or environmental information, these will be dealt with under GDPR or Environmental Regulations. Any other information is a request under FoI, and must be dealt with accordingly.

Requests for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by the EIR. They also cover issues relating to Health and Safety. Requests under EIR are dealt with in the same way as those under FoI, but unlike FoI requests, they do not need to be written and can be verbal.

Obligations and Duties

The school recognises its duty to

- provide advice and assistance to anyone requesting information. The school will respond to straightforward verbal requests for information, and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.
- tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information the school hold.

Publication Scheme

West Coker Primary School has adopted the Model Publication Scheme for Schools approved by the Information Commissioner.

The Publication Scheme is published on our website and the materials it covers will be readily available from the office.

Dealing with Requests

The school will respond to all requests in accordance with the procedures laid down in the Freedom of Information Dealing with Requests.

Exemptions

The school will consider if information requested is subject to exemption.

When the school wishes to apply a qualified exemption to a request, it will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information.

The school will maintain a register of requests where we have refused to supply information, and the reasons for the refusal. The register will be retained for 5 years.

Public Interest Test

The school will apply the Public Interest Test before any qualified exemptions are applied. Unless it is in the public interest to withhold information, it will be released.

Charging

The school will respond to most requests free of charge, and only charge where significant costs are incurred. The school may choose to charge a fee for complying with requests for information under FOI.

The school reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum.

Responsibilities

The Governing body has delegated the day-to-day responsibility for compliance with the FOI to the Head Teacher.

11. Complaints

Any comments or complaints will be dealt with through the school's normal complaints procedure. The school will maintain records of all complaints and their outcome.

If on investigation the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's office.

FOI/EIR Complaints Resolution

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

12. Review

This policy document and associated Publication Scheme will be reviewed every 3 years.

FREEDOM OF INFORMATION
Guide to Information available from
West Coker CEVC Primary School
Under the Model Publication Scheme

CLASS 1 – WHO WE ARE AND WHAT WE DO
(Organisational information, structures, locations and contacts)

This will be current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Who's who in the school	Available to view on School Website www.westcoker.somerset.sch.uk Or Prospectus from school office	10p per printed sheet
Who's who on the Governing Body and the basis of their appointment	Available to view on School Website www.westcoker.somerset.sch.uk Or Prospectus from school office	10p per printed sheet
Instrument of Government	Available to view on School Website www.westcoker.somerset.sch.uk Or Prospectus from school office	10p per printed sheet
Contact details for the Headteacher and for the Governing Body (named contact where possible with telephone number and email address (if used))	Available to view on School Website www.westcoker.somerset.sch.uk Or Prospectus from school office	10p per printed sheet
School prospectus	Available to view on School Website www.westcoker.somerset.sch.uk Or Prospectus from school office	10p per printed sheet
Staffing structure	Available to view on School Website www.westcoker.somerset.sch.uk Or Prospectus from school office	10p per printed sheet
School session times and term dates	Available to view on School Website www.westcoker.somerset.sch.uk Or Prospectus from school office	10p per printed sheet

CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Annual budget plan and financial statements	Finance folder held in school office –version can be emailed	10p per printed sheet
Capitalised funding and additional funding	Finance folder held in school office –version can be emailed	10p per printed sheet
Procurement and projects	Governor minutes held in school office –version can be emailed	10p per printed sheet
Pay policy	Policy folder held in school office –version can be emailed	10p per printed sheet
Staffing and grading structure	Finance folder held in school office – version can be emailed.	10p per printed sheet
Governors' allowances	Policy folder held in school office –version can be emailed	10p per printed sheet

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING
(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
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 	From OFSTED website: http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/123821	
Performance management policy and procedures adopted by the Governing Body	Policy folder held in school office—version can be emailed	10p per printed sheet
School's future plans	School Development Plan held in school office – can be emailed	10p per printed sheet
Every Child Matters – policies and procedures	http://www.dcsf.gov.uk/everychildmatters	

CLASS 4 – HOW WE MAKE DECISIONS
(Decision making processes and records of decisions)

Current and previous three years as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Admissions policy/decisions (not individual admission decisions)	Local Authority Policy folder held in school office	10p per printed sheet
Agendas of meetings of the Governing Body and (if held) its sub-committees	Governor file held in school office– version can be emailed	10p per printed sheet
Minutes of meetings (as above) NB: this will excluded information that is properly regarded as private to the meetings	Governor file held in school office– version can be emailed	10p per printed sheet

CLASS 5 – OUR POLICIES AND PROCEDURES

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
<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 implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Policy folder held in school office—version can be emailed – soon to be stored on school website: www.westcoker.somerset.sch.uk</p>	<p>10p per printed sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special Educational Needs 	<p>Policy folder held in school office—version can be emailed – soon to be stored on school website: www.westcoker.somerset.sch.uk</p>	<p>10p per printed sheet</p>
<ul style="list-style-type: none"> • Accessibility • Race equality • Collective worship • Careers education • Pupils discipline 	<p>Policy folder held in school office—version can be emailed – soon to be stored on school website: www.westcoker.somerset.sch.uk</p>	<p>10p per printed sheet</p>

School Freedom of Information Policy

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies• Data protection (including information sharing policies)	<p>Policy folder held in school office—version can be emailed – soon to be stored on school website: www.westcoker.somerset.sch.uk</p>	<p>10p per printed sheet</p>
<p>Charging regimes and policies</p> <p>(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>Policy folder held in school office—version can be emailed – soon to be stored on school website: www.westcoker.somerset.sch.uk</p>	<p>10p per printed sheet</p>

CLASS 6 – LISTS AND REGISTERS

Currently maintained lists and registers only

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Curriculum circulars and statutory instruments	By request from the school office. Email: westcoker@educ.somerset.gov.uk Tel: 01935 862568	10p per printed sheet
Disclosure logs	By request from the school office. Email: westcoker@educ.somerset.gov.uk Tel: 01935 862568	10p per printed sheet
Asset register	By request from the school office. Email: westcoker@educ.somerset.gov.uk Tel: 01935 862568	10p per printed sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	By request from the school office. Email: westcoker@educ.somerset.gov.uk Tel: 01935 862568	10p per printed sheet

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

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Extra-curricular activities	School website: www.westcoker.somerset.sch.uk	10p per printed sheet
Out of school clubs	School website: www.westcoker.somerset.sch.uk	10p per printed sheet
School publications	School website: www.westcoker.somerset.sch.uk	10p per printed sheet
Services for which the school is entitled to recover a fee, together with those fees	Policy folder held in school office–version can be emailed – soon to be stored on school website: www.westcoker.somerset.sch.uk	10p per printed sheet
Leaflets books and newsletters	School website: www.westcoker.somerset.sch.uk	10p per printed sheet
ADDITIONAL INFORMATION This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact Details: Please contact the school office: email westcoker@educ.somerset.gov.uk or Tel. 01935 862568
West Coker CEVC Primary School
High Street
West Coker
BA22 9AS
Mr Philip Hyland (Headteacher)

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/printing @ 10 p per sheet (black and white)	Actual cost * Copying 0.005 per page, paper A4 0.004, A3 0.01
	Photocopying/printing @ 10 p per sheet (colour)	Actual cost * Copying 0.04 per page, paper as above
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority.