



Broadway Infant School

Freedom of information policy and publication scheme

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Date of review	Reviewed by:	Next Review:
Date of review	Reviewed by:	Next Review:





Freedom of Information policy and Publication scheme

1. Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public.

As a result. We at Broadway Infant School have produced 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.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form, some is available electronically on our website for you to download and print.

Some information, which we hold, may not be made public, for example, personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO).

2. The Aims of the policy

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child
- Help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

3. Publication Scheme – Categories of Information Published

The publication scheme guides you to information which we currently publish) or have recently published) or which we will publish in future. This is to split into categories of information known as 'classes'. Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme in Appendix 1.

The classes of information that we undertake to make available are organised into the following area:

- School Prospectus – information published in the school prospectus



- *Governors' Documents* – information published in governing body documents.
- *Pupils and Curriculum* – information about policies that relate to pupils and the school curriculum.
- *School Policies and other information related to the school* – information about policies that relate to the school in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email, fax or letter giving clear details of the information requested.

Written notice of any fee will be provided to the enquirer before any information is supplied. Contact details are set out below:

Address: Broadway Infant School, Broadway, Yate, Bristol, BS37 7AD

Telephone: 01454 867130

E-Mail: admin@broadwayinfants.org.uk

Web: www.broadwayinfants.org.uk

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you are looking for is not evident via the scheme or on our website, then a Freedom of information (FOI) request is needed. This must be writing and must contain the requestor's name and contact details; either postal address or email address for the response to be sent.

All FOI requests must be responded to, by us within 20 working days from receipt (excluding school holidays).

5. Withholding information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, we will only withhold information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- Promote further understanding of current issues of public debate;
- Promote the accountability of decisions taken by us and the spending and allocation of public money;
- Bring to light matters of public safety;



- Allows the public to understand and challenge decisions made by us;
- Be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

6. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using either a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If the Publication Scheme request or FOI 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. Payment may be requested prior to provision of the information.

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 regarding information you have received or been refused then initially this should be addressed to the Head Teacher, Broadway Infant School, Yate, Bristol, BS37 7AD.

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 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:

The Case Reception Unit
Customer Service Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Enquiry/Information Line: 01625 545700

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk





Freedom of Information Publication Scheme

Introduction: what a publication scheme is and why it has been developed.

This publication scheme commits Broadway Infant 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.

The scheme commits Broadway Infant School:

- To publish proactively 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 publish proactively 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 routinely made 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 available.
- To make this publication scheme available to the public.



Information to be published.	How the information can be obtained W = website E – Email
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	W
Who's who on the governing body / board of governors and the basis of their appointment	W
Instrument of Government / Articles of Association	E
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	W
Staffing structure	W
School session times and term dates	W
Address of school and contact details, including email address.	W
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	
Annual budget plan and financial statements	E
Capital funding	E
Financial audit reports	E
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	E
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority)	E
Pay policy	E



Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	E
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	E
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	
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government Executive, or a direct link to the data • The latest Ofsted Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	E W E
Performance management policy and procedures adopted by the governing body.	E
Performance data or a direct link to it	E
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status.	E
Safeguarding and child protection	W / E
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	E
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private or confidential to the meetings).	E
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	E



Charging regimes and policies. This includes details of any statutory charging regimes. Charging policies includes 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.	W / E
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars and statutory instruments	E
Disclosure logs	E - some information may only be available by inspection
Asset register	E
Any information the school is currently legally required to hold in publicly available registers	E
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	
Extra-curricular activities	E
Out of school clubs	E
Services for which the school is entitled to recover a fee, together with those fees	E
School publications, leaflets, books and newsletters	W / E

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. All information is available as a hard copy, but charges may be made for actual disbursements incurred 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 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.



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.



Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Freedom of Information Schedule	DATE:	
EIA CARRIED OUT BY:		EIA APPROVED BY:	

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		X
Gender reassignment		X
Marriage and civil partnership		X
Pregnancy and maternity		X
Race		X
Religion and belief (practices of worship, religious or cultural observance, including non-belief)		X
Gender identity		X
Sexual orientation		X

Any adverse impacts are explored in a Full Impact Assessment.