

Freedom of Information Policy



St. MICHAEL'S
CE (CONTROLLED) INFANT SCHOOL

Reviewed June 2022
To Be Reviewed by June 2025

This is St Michael's CE (Controlled) Infant School's Publication Scheme on information available under the Freedom of Information Act 2000

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.

To do this we must produce a publication scheme, setting out:

- The classes of information which we must publish or intend to publish;
- The manner in which the information is 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 information we may hold will not be made public, for example personal information.

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

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

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

3. 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 the future. This is split into categories of information.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school in writing, or electronically via e-mail.

E-mail – adminoffice@st-michaels-inf.hants.sch.uk

Contact Address – St Michael’s CE (Controlled) Infant School, Park Road, Aldershot, Hampshire GU11 3PU

To help us process your scheme request quickly please mark any correspondence **“PUBLICATION SCHEME REQUEST”**

If the information you are looking for isn’t available via the scheme you can still contact the school to ask if we have it.

Anybody has a right to request information from a public authority. We have two separate duties when responding to these requests;

- To tell the applicant if we hold any information falling within the scope of their request; and
- To provide the information

We have 20 working days to respond to the request.

5. Paying for Information

Charges for documentation are listed in section 6 below. We can ask for payment, as appropriate, before supplying the information. The statutory authority for charging is contained in the Freedom of Information and Data Protection (Appropriate Limit and Fees) regulations 2004, in regulation 6.

6. Classes of Information currently published

Information to be published	How the information can be obtained (hard copy/online/by inspection)
<i>Who we are and what we do (current information)</i>	
Instrument of Governance	Hard copy
Governing Body – contact details and the basis of Governor appointments	Website
School session times and term dates	Website

School location and contact information	Website
<i>What we spend and how we spend it</i>	
Annual budget plan	On line (DfE) Get information about schools - GOV.UK (www.gov.uk)
Capital funding	Hard copy
Procurement and contracts	by inspection – request via Clerk to the Governors
Pay policy	Hard copy
Staffing structure	Hard copy
Governors’ allowances	By inspection – request via Clerk to the Governors
Staff allowances and expenses	By inspection – request via Headteacher
<i>What our priorities are and how we are doing</i>	
OfSTED report	Website
Government supplied performance data	Website
Performance Management policy	Hard copy
School Improvement Plan	Hard copy
End of KS1 performance data	Hard copy
<i>How we make decisions</i>	
Admissions policy	Website
Governing body and committee minutes	Hard copy
<i>Our policies and procedures</i>	
Behaviour (Pupil Discipline) policy	Website
Charging and Remissions policy	Website
Child Protection policy	Website
Complaints Procedure	Website
Curriculum	Website
Data Protection UK GDPR policy	Website
Freedom of Information policy	Website
Health and safety policy	Website
Pay policy	Hard copy
Privacy Notice (UK GDPR)	Website
Restrictive Physical Intervention policy	Website
Safeguarding Policy	Website
Sex and relationship education policy	Hard copy
SEN policy	Website
Single Equality policy (Includes accessibility)	Website
Staff Disciplinary and Grievance policy	Website
Whistleblowing policy	Website

List and registers	
Statutory instruments (of Governance?)	Hard copy
Disclosure logs	By inspection – request via Headteacher
Inventory/Asset register	By inspection – request via Headteacher
The services we offer	
Out of school clubs	Website
Newsletters	Website

Schedule of charges		
Disbursement cost	Description	Basis of charge
	Photocopying @ 10p per sheet	Actual cost
	Postage	Actual cost of Royal Mailstandard 2nd class
Statutory Fee	There is no statutory right to charge for information (unless supplying and locating the information would take more than 18 hours of staff time) but we have a right to charge for expenses incurred (see above)	See Section 5 (Paying for information) above

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about the scheme or if you require any further assistance or if you wish to make a complaint then initially this should be addressed to Mr Kevin Davies, Chair of Governors, via the school office.

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 FOIA and that deals with the formal complaints.

They can be contacted at:

Address - Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone – 0303 123 1113

Online – use the webforms on the ICO site

Website ICO – <https://ico.org.uk>

Website St Michael's Infant School - <https://st-michaels-inf.hants.sch.uk>

Policy agreed by Resources and Premises committee June 2022