



CROWTHORNE CHURCH OF ENGLAND PRIMARY SCHOOL

Freedom of Information Policy

Status of Policy	Date
Reviewed	Every 2 years
Ratified by governors	July 2024
Review date:	July 2026

Our School Vision:

Inspiring and enabling our school community to live to the full, promoting excellence and nurturing compassion, honesty, trust, hope, respect, thankfulness and courage.

***Jesus said, "I have come that they might have live and have it to the full"
John 10 v 10***



This is Crowthorne Church of England Primary 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 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.*

All information in our publication scheme is available either in paper form from the school office or on our website for you to download and print off.

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

Where requests fall outside the remits of this policy, please refer to Appendix 2, Model Freedom of Information Policy, from Data Protection Education LTD (The School's DPO).

2. Aims and Objectives

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,

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 known as 'classes'. These are contained in section 6 of this scheme.

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

- *Who we are and what we do* – organisational information, structures, locations and contacts
- *What we spend and how we spend it* – financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
- *What our priorities are and how we are doing* – strategies and plans, performance indicators, audits, inspections and reviews
- *How we make decisions* – decisions making processes and records of decisions

- *Our policies and procedures* – current written protocols, policies and procedures for delivering our services and responsibilities
- *Lists and registers* – currently maintained lists and registers only
- *The services we offer* - information about the services we offer, including leaflets, guidance and newsletters.

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: secretary@crowthornecofe.co.uk

Contact Address: **Dukes Ride, Crowthorne, RG45 6ND**

Website: www.crowthornecofe.co.uk

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

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

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Classes of Information Currently Published

Please see Appendix 1.

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 then initially this should be addressed to:

Clerk to the Governors, Crowthorne C. E. Primary School, Dukes Ride, Crowthorne RG45 6ND.

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. Information can be found on the ICO website <https://ico.org.uk> Report a Concern. Helpline: 0303 123 1113.

Appendix 1

GUIDE TO INFORMATION AVAILABLE FROM CROWTHORNE C OF E PRIMARY SCHOOL UNDER THE PUBLICATION SCHEME

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	(hard copy and/or website)
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Website
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website
School prospectus	Hard copy
Staffing structure	Hard copy
School session times and term dates	Website
<p>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)</p>	
Annual budget plan and income and financial statements	Hard copy
Capital Funding allocated to the school together with information on related building projects.	Hard copy
Procurement and contracts	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
Governors' allowances	Hard copy

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
<p>School website Government supplied performance data The latest Ofsted Report The latest SIAMS Report</p>	<p>Hard copy Website Website</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>
<p>Schools future plans</p>	<p>Hard copy</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Link to LA website</p>
<p>Agendas of meetings of the governing body and its sub-committees</p>	<p>Hard copy</p>
<p>Minutes of meetings (as above) – excludes information that is properly regarded as private to the meetings.</p>	<p>Hard copy</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) The school has a large number of policies that are available to view in the school office.</p>	<p>Hard copy or website</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> - Curriculum - Sex Education - Special Education Needs & Disability - Accessibility - Equality - Behaviour 	<p>Website Website Website Website Website Website</p>
<p>Records management and personal data policies, including</p> <ul style="list-style-type: none"> - Data protection (including information sharing policies) 	

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection.
Any information the school is currently legally required to hold in publicly available registers (This does not include the Attendance Register).	
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	Hard copy or website; (some information may only be available by inspection).
Extra-curricular activities	Hard copy
School publications	
School newsletters	Website / Hard Copy

Contact details: Crowthorne C of E Primary School, Dukes Ride, Crowthorne,
Berkshire RG45 6ND

Telephone: 01344 772089

Email: secretary@crowthornecofe.co.uk

If you require a paper version of the documents within the scheme, please contact the school by email or letter.

To help us process your request quickly, please mark any correspondence 'Publication Scheme Request'.

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 @ 5p per sheet (black and white)	5p per sheet
	Photocopying/printing @ 10p per sheet (colour)	10p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Appendix 2

Crowthorne C of E Primary School
Freedom of Information Policy

[Version 2019 v1.1]

If you are reading a printed version of this document you should check the Information Management pages on [the organisation network] to ensure that you have the most up-to-date version.

If you would like to discuss anything in this policy, please contact:

Data Protection Officer: **Data Protection Education Ltd.**

Telephone: 0800 0862018

Email: dpo@dataprotection.education

If you would like a copy of any documentation please contact the organisation office:

Contact details:	Crowthorne C of E Primary School, Dukes Ride, Crowthorne, Berkshire RG45 6ND
Telephone:	01344 772089

Document version

Version	Author	Date	Approved by	Effective from
1.0	DPE - AS	19.05.19		
1.1	DPE - JW	11.06.19		

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1. POLICY OBJECTIVES

The School fully supports the objectives of the Act and will take all necessary steps to ensure that its duty under the Act is observed and that all information collected and used by it is managed in line with the Act. We will ensure:

- A general right of access to recorded information we hold, subject to certain conditions and exemptions;
- That we adopt and maintain a Publication Scheme, in accordance with the Information Commissioner's guidance, which relates to the publication of certain types of information;
- That we provide access to all information described in our Publication Scheme which we will endeavour to keep as up to date as possible;
- That we will respond to written requests for information that are not covered by our Publication Scheme. We will inform applicants whether or not we hold the requested information, and if held we will supply it unless there is a justifiable reason or any of the Act's exemptions apply;
- That we provide adequate and relevant advice and assistance to applicants to aid them in their application;
- In circumstances where information is covered by an exemption, we will give consideration as to whether the information should be released;
- In cases where information is exempted from disclosure, except where an absolute exemption applies, we will:
 - Inform the applicant whether we hold the information requested, unless a neither confirm nor deny response is required, and;
 - Communicate that information to him or her, unless the public interest in maintaining the exemption in question outweighs the public interest in disclosure.

2. ABOUT THIS POLICY

2.1. This policy sets out how the school will respond to a request under the Freedom of Information Act 2000.

2.2. This policy applies to the information held by the School or held by other parties on behalf of the School that is governed by the Freedom of Information Act 2000 (the Act). To promote a culture of openness and accountability, and to comply with the Act, we have a responsibility to ensure that this information is either routinely made available or provided on request, unless there is a legitimate reason for withholding it.

3. THE FREEDOM OF INFORMATION ACT

3.1 The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

3.2 The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

3.3 Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

3.4 For a request to be dealt with according to the Freedom of Information Act, the requester must:

- contact the relevant authority directly;
- make the request in writing, for example in a letter or an email. They can make a verbal or written request for environmental information;

- give their real name; and
- give an address to which the authority can reply. This can be a postal or email address.

A requester does not have to:

- mention the Freedom of Information Act or Environmental Information Regulations, although it may help to do so;
- know whether the information is covered by the Freedom of Information Act or the Environmental Information Regulations; or
- say why they want the information.

4. FREEDOM OF INFORMATION PRINCIPLES

4.1 The main principle behind freedom of information legislation is that people have a right to know about the activities of public authorities, unless there is a good reason for them not to.

This means that:

- everybody has a right to access official information. Disclosure of information should be the default – in other words, information should be kept private only when there is a good reason and it is permitted by the Act;
- an applicant (requester) does not need to give you a reason for wanting the information. On the contrary, you must justify refusing them information;
- you must treat all requests for information equally, except under some circumstances relating to vexatious requests and personal data
- The information someone can get under the Act should not be affected by who they are. You should treat all requesters equally, whether they are journalists, local residents, public authority employees, or foreign researchers; and
- because you should treat all requesters equally, you should only disclose information under the Act if you would disclose it to anyone else who asked. In other words, you should consider any information you release under the Act as if it were being released to the world at large.

5. BREACH OF POLICY AND STANDARDS

5.1 Disciplinary action may be taken in accordance with the School's disciplinary procedures against any employee who knowingly or recklessly:

- Alters, defaces, blocks, erases, destroys or conceals any record held by the School, with the intention of preventing the disclosure of all, or any part, of the information that has been requested as part of a Freedom of Information request;
- Contravenes any instruction contained in, or following from, this Policy and Standards.

5.2 We expect that similar disciplinary procedures will be applied by any of our contractors which deal with the School's information and data on the School's behalf.

6. COMPLAINTS PROCEDURE

6.1 Where a request for information is refused for any reason, we will notify the applicant and give the reasons. For exemptions we will state which exemption has been claimed, and unless apparent, why that exemption applies, specifying the public interest factors (for and against disclosure) if applicable. We will not simply repeat the wording of the exemption unless the explanation would involve the disclosure of information which would itself be exempted information.

6.2 When communicating any decision made in relation to a request under the Act's general right of access, we will notify the applicant of their rights of complaint. A person dissatisfied with the way in which their request has been handled may ask for an internal review of the way in which their request was dealt with, and, if still dissatisfied, may apply directly to the Information Commissioner for a decision.

7. PUBLICATION OF INFORMATION

7.1. The organisation maintains and publishes a publication scheme on its website outlining classes of information that will be made routinely available, including policies and procedures.

7.2. Classes of information specified in the publication scheme will be made available quickly and easily on request.

7.3. The organisation will not publish any personal information, including photos, on its website without the permission of the affected individual.

7.4. When uploading information to the organisation website, staff will be considerate of any metadata or deletions which could be accessed in documents and images on the site.

8. CHANGES TO THIS POLICY

8.1 We may change this policy at any time. Where appropriate, we will notify data subjects of those changes.

This Policy was approved by the board of Governors on 3rd July 2024. It will be reviewed biennially.

