

## **Freedom of Information Policy**

**Published: November 2016**

**Review date: Autumn 2019**

**Committee responsible – Finance and Personnel.**

### **Introduction**

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 Cranmere Primary 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 that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form. Some information that we hold may not be made public, for example personal information.

### **Classes of information published**

This 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'.

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

*Class 1 – Who we are and what we do*

*Class 2 – What we spend and how we spend it*

*Class 3 – What our priorities are and how we are doing*

*Class 4 – How we make decisions*

*Class 5 – Our policies and procedures*

*Class 6 - Lists and registers*

*Class 7 – The services we offer*

### **How to request information**

If a paper version of any of the documents within the scheme is required, the enquirer should contact the school by telephone, email, fax or letter, stating their name and correspondence address, and describe the information requested. Contact details are set out below.

Email: [info@cranmere.surrey.sch.uk](mailto:info@cranmere.surrey.sch.uk)

Tel: **020 8398 5580**

Fax: **020 83989824**

Contact Address: Cranmere Primary School, Arran Way, Esher KT10 8BE

To assist in processing requests quickly, correspondence should be marked "**PUBLICATION SCHEME REQUEST**". Requests should be dealt with within 20 days (excluding school holidays).

If the requested information is not available via the scheme, the requestor should be directed to submit a general request for information.

Some information is only available for inspection, in which case an appointment must be made in advance.

### **Charging for information requests**

Material which is published and accessed on our website will be provided free of charge, however, charges may be made if we have to do a significant amount of photocopying or printing. We also reserve the right to charge postage costs. If we do need to make a charge then we will notify you before processing your request.

## Information which cannot be made public

Some information, including personal data, will not be made available under this scheme. This includes information which is protected from disclosure by law, information in draft form and information that is no longer readily available as it is contained in files which been placed in archive storage.

## Publication Scheme

Information to be published	How to find the information
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information	
Who's who in the school	Website
Who's who on the Governing Body and the basis for their appointment	Website
Instrument of Government	Hard copy
Contact details for the Head teacher and for the Governing Body	Website and Hard copy
School prospectus	Website and Hard copy
Staffing structure	Website and Hard copy
School session times and term dates	Website
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure) Current and previous financial year	
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Projects and procurement	Hard copy
Pay policy	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information	
Government supplied performance data including The latest Ofsted report and Attainment data	Website
Performance Management policy	Hard copy
The school's future plans	Hard copy
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Admissions policy / decisions (not decisions regarding individuals)	Hard copy and website
Agendas of Governing Body meetings and sub-committee meetings	Hard copy
Minutes of Governing Body meetings and sub-committee meetings (excluding information that is properly regarded as private to the meetings)	Hard copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our functions and responsibilities) Current information	
School policies, including <ul style="list-style-type: none"> <li>• Charging policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Discipline and grievance policies</li> </ul>	Hard copy, some on website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex and Relationship education</li> </ul>	Hard copy, some on website

<ul style="list-style-type: none"> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Inclusion policy</li> <li>• RE and Collective worship Policy</li> <li>• Behaviour policy</li> </ul>	
Records management and personal data policies, including <ul style="list-style-type: none"> <li>• Data protection policy</li> <li>• Freedom of Information policy</li> <li>• Archive and records retention policy</li> </ul>	Hard copy, some on website
<b>Class 6 – Lists and Registers</b> Current information only	
Asset register	Hard copy
Statutory instruments	Hard copy, although some may only be available for inspection
Any information the school is legally required to hold in publically available registers <b>(Note: This does not include the attendance registers)</b>	Hard copy, although some may only be available for inspection
<b>Class 7 – The services we offer</b> (Services we offer including leaflets, guidance and newsletters) Current information only	
Extra-curricular activities and clubs	Hard copy and website, some information may only be available for inspection
School publications	Hard copy and website
Newsletters	Website
Leaflets	Hard copy and noticeboards

## Schedule of charges

This describes how the charges have been arrived at and they are part of this guide.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying / Printing @ 3p per sheet (black & white)	Actual cost
	Photocopying / Printing @ 12p per sheet (colour)	Actual cost
	Postage	Royal mail standard 2 <sup>nd</sup> class
Statutory fees		In accordance with relevant legislation (please quote the actual statute)
Other		Price on application