



**WESTERN ROAD COMMUNITY PRIMARY SCHOOL**  
**Freedom of Information Policy and Publication Scheme**

This policy was adopted on 5<sup>th</sup> February 2024, for review every 3 years.

### **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 Western Road Community 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
- 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 the future. This is 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 & 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: Western Road Community Primary School, Southover High Street, Lewes, East Sussex, BN7 1JB

Telephone: 01273 473013

E-mail: [office@westernroad.e-sussex.sch.uk](mailto:office@westernroad.e-sussex.sch.uk)

Web: <http://www.westernroad.e-sussex.sch.uk/website/>

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 in 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 that 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 at the school address provided above.

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. 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 545 700  
E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **8. Policy Approval**

Signature of Head teacher:

Date:

Signature of Chair of Governors

Date:

## **Information Commissioner's Office - Model publication scheme V 1.2**

### **Freedom of Information Act**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish 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 made routinely 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 authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

### **Classes of information**

#### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

**The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**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 authority 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.

Charges may be made for information subject to a charging regime specified by Parliament.

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

APPENDIX 1 Publication Scheme for Western Road Community Primary School

Information to be published	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do</b>		
<b>Our organisational information, structures, locations and contacts</b>	<b>Hard copy or website</b>	<b>£</b>
Who's who in the school	Website	Free
Who's who on the governing board, and the basis of their appointment	Website	Free
Articles of Association	Website	Free
Contact details for the headteacher	Website	Free
Contact details for the governing board	Website	Free
The school prospectus	Website and hard copy on request	Free
The school's staffing structure	Website	Free
School session times and term dates	Website	Free
The school's address	Website	Free
The school's contact details	Website	Free
The school's email address	Website	Free
The school website	Website	Free
The names of key personnel	Website	Free
<b>Class 2: What we spend and how we spend it</b>		
<b>Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year</b>	<b>Hard copy or website</b>	<b>£</b>
Annual budget plan and financial statements	Electronically or hard copy	Free
Capital funding	Electronically or hard copy	Free

Financial audit reports	Website	Free
Details of expenditure items over £5000 including costs, supplier and transaction information. <b>[Published at least annually but ideally quarterly or six-monthly where practical.]</b>	Website	Free
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school's behalf, for example, the LA	Electronically or hard copy	Free
The pay policy	Website	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories <b>[This includes members of the Senior Leadership Team (SLT) or equivalent whose basic actual salary is at least £60,000 per annum.]</b>	Website	Free
The staffing, pay and grading structure <b>[As a minimum, the pay information should include salaries for senior staff – members of the SLT or equivalent – in bands of £10,000, and more junior roles by salary range.]</b>	Website	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Electronically or hard copy	Free
<b>Class 3: What our priorities are and how we are doing</b>		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	£
Performance data supplied to the government	Website	Free
The latest Ofsted summary	Website	Free
The latest Ofsted full report	Website	Free
The latest post-inspection action plan	Website	Free
The performance management policy and procedures	Electronically or hardcopy	Free
The latest performance data	Website	Free
The school's future plans <b>[e.g. proposals for major changes for the school such as a change in status.]</b>	Website	Free



The safeguarding and child protection policies and procedures	Website	Free
<b>Class 4: How we make decisions</b>		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website	£
Admissions policy	Website	Free
Information pertaining to admissions decisions	Website	Free
The governing board and its committees' agendas and meeting minutes <b>[This excludes information that is regarded as private to the meetings.]</b>	Website	Free
<b>Class 5: Our policies and procedures</b>		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website	£
Charging and remissions policy	Website	Free
School behaviour policy	Website	Free
Sex education policy	Website	Free
Special educational needs (SEN) – SEN information report	Website	Free
Data protection policy	Website	Free
Health and safety policy	Website	Free
Admissions arrangements	Website	Free
Accessibility plan	Website	Free
Central record of recruitment and vetting checks	Website	Free
Complaints procedure statement	Website	Free
Freedom of information procedures	Website	Free
<b>[Maintained schools only]</b> Governors' allowances (schemes for paying)	Website	Free

Governing board and committee meeting minutes, and papers considered at meetings	Electronically or hardcopy	Free
Premises management documents	Electronically or hardcopy	Free
Equality information and objectives statement for publication	website	Free
Register of pupils' admission to school	Electronically or hardcopy	Free
Register of pupils' attendance	Electronically or hardcopy	Free
Register of business interests of headteachers and governors	Website	Free
Staff discipline, conduct and grievance (procedures for addressing)	Electronically or hardcopy	Free
Child protection policy and procedures	Website	Free
<b>[Primary schools only]</b> Early years foundation stage (EYFS) policy and procedures	Website	Free
Statement of procedures for dealing with allegations of abuse against staff	Electronically or hardcopy	Free
Supporting pupils with medical conditions policy	Electronically or hardcopy	Free
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Information sharing policies</li> </ul>	Electronically or hardcopy	Free
Charging regimes and policies <b>[This should include details of any statutory charging regimes and clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If you charge a fee for re-licensing the use of datasets, you should state here how you calculate the charge.]</b>	Electronically or hardcopy	Free
<b>Class 6: Lists and registers</b>		

Our currently maintained lists and registers – this does not include our attendance registers	Hard copy or website (Some information may only be available by inspection)	£
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers		
<b>Class 7: The services we offer</b>		
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		
Out of school clubs		
Services for which the school is entitled to recover a fee (and details of the fees)		
School publications, leaflets, books and newsletters		
<b>Additional information</b>		
<b>[Include here any information you wish to include but have not itemised above.]</b>		

### Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
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Disbursement cost	Photocopying/printing charged at <b>10p</b> per sheet (black and white)	The actual cost incurred by the school
	Photocopying/printing charged at <b>25p</b> per sheet (colour)	The actual cost incurred by the school
	Postage	Actual costs of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee		In accordance with the relevant legislation [ <b>Quote the actual statute.</b> ]
Other		