

Freedom of Information Act 2000

Guide to Information provided by schools under the model publication scheme

Introduction

This template guide is written for the use of small schools, particularly primary and nursery schools, in England, Wales and Northern Ireland.

It gives examples of the kinds of information the Information Commissioner's Office (ICO) expects you to publish to meet your commitment under the publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for all public authorities that are subject to FOIA to adopt, including schools.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

This Template Guide to Information has been produced specifically for smaller schools. For example, the financial threshold for expenditure in this guide is lower than the one we would expect larger schools to publish. However, you can opt to use either the [Definition Document for Schools](#) or this Guide to Information.

You are in breach of FOIA if you have not adopted the model publication scheme or if you are not publishing in accordance with it.

The model publication scheme is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt it in full and unedited and promote it alongside this Guide to Information. You do not need to tell the ICO that you have adopted the model scheme. We will assume they have done so unless we hear otherwise.

Information included in the Guide to Information

The template lists the information the ICO thinks you are likely to hold and should make available within each class of information. When completed this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it.

You must:

- Complete the relevant columns in the template Guide to Information;
- State how an applicant can obtain the specific information and if there is a cost involved;
- Ensure the public can access the completed Guide and the information listed in it;

The ICO expects you to make the information in the Guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 exceptions, or its release is prohibited under another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided either by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute or by your funding agreement or equivalent.

Publishing datasets for re-use

The provisions on datasets may not be relevant to all small schools. However, you need to be aware of them and must comply with them when appropriate.

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested. You must also publish any updated versions of the dataset, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish the dataset information in an electronic form that is capable of being re-used.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and charging

Information available through your publication scheme should be readily available at a low or at no cost to the public. If you charge for this information, we expect the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide it. You may ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in your Guide to Information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the [Open Government Licence](#).

The actual charges should be entered in the column on the Guide to Information. A schedule of charges is attached to the template guide, and you should use this to set out the basis on which you are making the charges.

Model publication scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from the William Alvey CofE School under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published | How you can obtain the information | Cost |
|---|---|-------------|
| <p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p> | | |
| <p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p> | <p>School website</p> | <p>N/A</p> |

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|---|----------------|-----|
| Head teacher's contact details | School website | N/A |
| Who's who in the school | School website | N/A |
| Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details | School website | N/A |
| Trustees' contact details | School website | N/A |
| Trustee who's who | School website | N/A |
| Instrument of Government / Articles of Association | School website | N/A |
| School session times and term dates | School website | N/A |
| Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum | | |
| Annual budget and financial statements | School website | N/A |
| Annual accounts | School website | N/A |
| Capital funding | School website | N/A |
| Financial Audits reports | School website | N/A |
| Details of senior staff salaries that exceed £100,000, with on costs, in bands of £10,000. | School website | N/A |
| Details of any premiums we receive such as Pupil premium. | School website | N/A |

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| <p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p> | | |
| Annual Report | School website | N/A |
| Latest reports from regulators Ofsted | School website | N/A |
| Exam and assessment results | School website | N/A |
| Performance tables | School website | N/A |
| The school's future plans e.g. proposals for and any consultation on the future of our school, such as a change in status. | School website | N/A |
| <p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p> | | |
| Admissions policy | School website | N/A |
| Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies | Hard copy | Cost of photocopying and postage and packing. |

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| to the information or parts of it. | | |
| <p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p> | | |
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc. | School website | N/A |
| Safeguarding and child protection, including protecting children’s personal data | School website | N/A |
| Equality and Diversity | School website | N/A |
| Policies and procedures relating to recruitment and human resources | Hard copy | Cost of photocopying and postage and packing. |
| Special educational needs | School website | N/A |
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme) | School website | N/A |
| Pay Policy | Hard copy | Cost of photocopying and |

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| | | postage and packing. |
| Records management (Information security policies Records retention, destruction and archive policies) | Hard copy | Cost of photocopying and postage and packing. |
| Data protection (including information sharing and CCTV usage policies) | School website and some on hard copy | Charges as above. |
| Charging regimes and policies | School website | N/A |
| Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register) | (hard copy or website; some information may only be available by inspection) | |
| Curriculum circulars and statutory instruments | Hard copy | Cost of photocopying and postage and packing. |
| CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf | Hard copy and/or inspection. | Cost of photocopying and postage and packing. |
| Disclosure logs, ie information provided in response to FOIA/EIR requests | Hard copy | Cost of photocopying and postage and packing. |

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| Asset register and Information Asset register | Hard copy | Cost of photocopying and postage and packing. |
| Any information we are currently legally required to hold in publicly available registers | Hard copy | Cost of photocopying and postage and packing. |
| <p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p> | (hard copy or website; some information may only be available by inspection) | |
| Extra-curricular activities | School website | N/A |
| Out of school clubs | School website | N/A |
| Requests for paper copies of information | Hard copy | Cost of photocopying and postage and packing. |
| Our publications, leaflets, books and newsletters | School website and school Facebook | N/A |
| <p>Additional Information</p> <p>Any information that is not itemised in the lists above</p> | Hard copy, school website or Facebook page | Cost of photocopying and postage and packing. |

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 will be charged at the rate it costs the school to copy at the time of the request. Please note – colour copying is more expensive than black & white. | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | An administration fee may be charged for requests that take more than 15 minutes to prepare. That will be charged at the hourly rate the school pays its administrative staff. Please note, these charges will include on-costs the school incurs. | Actual cost of administrative time. |

An estimate of costs will be shared with the person making the request. Payment will be expected before the service is provided.