

FREEDOM OF INFORMATION POLICY

Aims and objectives

1. 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.
2. 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
3. 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.
4. Some information that we hold may not be made public, for example, personal information.
5. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and is a means of showing how we are pursuing these aims.

Categories of information published

6. 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 the Appendix.
7. The classes of information that we undertake to make available are organised into the following broad topic areas:
 - School Profile and other information relating to the governing body.
 - Pupils and 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.

How to request information

8. 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@perran-ar-worthal.cornwall.sch.uk Tel: 01872 863004
- Contact address: School Hill, Perranwell Station, Truro TR3 7LA

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

10. 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.

Paying for Information

11. Single copies of information covered by this publication are provided free unless stated otherwise. 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.

Classes of information currently published

12. As appears in the Appendix.

Feedback and complaints

13. 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 the headteacher.

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. It can be contacted through the main website: <https://ico.org.uk>

Appendix: Classes of Information Published

Guide to information available from Perran-ar-worthal School under the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
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 head teacher with telephone number and email address, if used	Website
Contact details for the governing body with named contacts where possible with telephone number and email address, if used (governors to be contacted via the school or the clerk)	Website
School prospectus	Website
Staffing structure	Website
School session times and term dates	Website
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) Current and previous financial year as a minimum	
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy
Procurement and projects	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
Governors' allowances	Hard copy
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
The latest Ofsted report	Website
Performance management policy and procedures	Hard copy
School's future plans (improvement plan)	Website
Every Child Matters - policies and procedures	Hard copy
Class 4 - How we make decisions	

(Decision making processes and records of decisions)Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	Local authority website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy (data protection) • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum (see prospectus) • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	Website
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies (confidentiality) • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Website
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website
Class 6 – Lists and Registers Currently maintained lists and registers only. Some information may only be available by inspection	
Curriculum circulars and statutory instruments	DfE Website
Disclosure logs (see Freedom of Information policy)	See headteacher
Asset register	Hard copy

Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	None
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. Some information may only be available by inspection	
Extra-curricular activities	Website
Out of school clubs	Website
School publications (newsletters and prospectus)	Website
Services for which the school is entitled to recover a fee, together with those fees	Headteacher
Leaflets books and newsletters	Website
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	None

Contact details: The headteacher

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 & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	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		

* the actual cost incurred by the public authority