

# KIRKBY STEPHEN PRIMARY SCHOOL



## FREEDOM OF INFORMATION PUBLICATION SCHEME

Approved by KSPS Governing Body	
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Signed:	
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# 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](#).

## **Freedom of Information**

### **Guide to information available from Kirkby Stephen Primary 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.

<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost N/A</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	(hard copy and/or website)	
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website	
Head teacher's contact details	Website	
Who's who in the school	Website	

Who's who on the governing body / board of governors and selection criteria for appointment  Governing body's contact details	Website	
Instrument of Government / Articles of Association	Hard copy	
School/academy prospectus	Not held	
School session times and term dates	Website	
<b>Class 2 – What we spend and how we spend it</b>  Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget and financial statements	Hard copy	
Capital funding	Hard copy	
Financial Audits reports	Hard copy	
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy	
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy	
	Hard copy	

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	
Procurement and contracts we have entered into	Hard copy	
Details of any premiums we receive such as Pupil premium.	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 as a minimum	(hard copy or website)	
Annual Report		
Latest reports from regulators (Ofsted - Full report)	Website  Official Ofsted Website	
Exam and assessment results	Hard copy	
Performance tables	Hard copy	
Careers programme information	Not held	
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Hard copy	
	Hard copy	

School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)		
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	
<p><b>Class 4 – How we make decisions</b></p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	Website	
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy	
<p><b>Class 5 – Our policies and procedures</b></p>	(hard copy or website)	

Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website  Hard copy	
Safeguarding and child protection, including protecting children's personal data	Website	
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Website	
Policies and procedures relating to recruitment and human resources	Website	
Special educational needs	Website	
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website	
Pay Policy	Hard copy	
Records management (Information security policies Records retention, destruction and archive policies)	Hard copy	

Data protection (including information sharing and CCTV usage policies)		
Charging regimes and policies	Hard copy	
<b>Class 6 – Lists and Registers</b>  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	Website	
CCTV  Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Data Protection Information Asset Register	
Disclosure logs, ie information provided in response to FOIA/EIR requests		
Asset register and Information Asset register	Hard copy	
Any information we are currently legally required to hold in publicly available registers	Hard copy	
<b>Class 7 – The services we offer</b>  Information about the services we offer, including leaflets, guidance	(hard copy or website; some information may only be available by inspection)	

and newsletters produced for the public and businesses  Current information only		
Extra-curricular activities	Website	
Out of school/academy clubs	Website	
Services for which we are entitled to recover a fee, together with those fees	Hard copy	
Requests for paper copies of information	Hard copy	
Our publications, leaflets, books and newsletters	Hard copy and Website	
<b>Additional Information</b>  Any information that is not itemised in the lists above  Letters to Parents/Carers Links to school transport Links to lunch shop Links to online safety information	Website and hard copy Website  Website Website	

## 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
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<b>Disbursement cost</b>	Photocopying @5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred