

## **FREEDOM OF INFORMATION PUBLICATION SCHEME** **including EXPLANATORY NOTE**

### **What is a Publication Scheme?**

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our Academy to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the Academy that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the Academy is the only owner

### **Classes of information**

There are 7 classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing. How we make decisions.
- Our policies and procedures. Lists and registers.
- The services we offer.

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.

### **Making information available**

We will aim to provide as much information as possible on our Academy website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we 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. We will arrange an appointment to view the information 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 we are legally required to translate any information, we will do so.

Our 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.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Academy 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 law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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 FOI Section 11B, or with other statutory powers of the school.

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. See Section 3 for our Schedule of Charges.

### **Written requests and contact**

Information held by the Academy 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.

If you have a request for information, please contact the Academy at [admin@fairlands.herts.sch.uk](mailto:admin@fairlands.herts.sch.uk) or our Data Protection Officer [dpo@fairlands.herts.sch.uk](mailto:dpo@fairlands.herts.sch.uk)

## Who we are and what we do

Information to be published	How the information can be obtained	Cost
School dashboard	<a href="https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/143785/#school-dashboard">https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/143785/#school-dashboard</a>	Free
Who's who on the governing board of governors and the basis of their appointment	School website – <a href="https://www.fairlands.herts.sch.uk/info/23-governors">https://www.fairlands.herts.sch.uk/info/23-governors</a>	Free
Articles of Association	The Claxton Trust website – <a href="https://www.claxtontrust.org.uk/statutory-information/articles">https://www.claxtontrust.org.uk/statutory-information/articles</a>	Free
Address of Academy and contact details, including email address.	School website – <a href="http://www.fairlands.herts.sch.uk/contact">www.fairlands.herts.sch.uk/contact</a>	Free
Contact details for key school personnel, including headteacher and chair of governors	School website – <a href="http://www.fairlands.herts.sch.uk/contact">www.fairlands.herts.sch.uk/contact</a>	Free
Contact details for key trust personnel. including chair of board	The Claxton Trust website – <a href="https://www.claxtontrust.org.uk/contact">https://www.claxtontrust.org.uk/contact</a>	Free
Academy prospectus	Fairlands Primary School does not have a printed prospectus, all information is online on school website <a href="http://www.fairlands.herts.sch.uk">www.fairlands.herts.sch.uk</a>	N/A
Staffing structure	School website – <a href="https://www.fairlands.herts.sch.uk/info/134-staff">https://www.fairlands.herts.sch.uk/info/134-staff</a>	Free
Academy session times and term dates	School website – <a href="https://www.fairlands.herts.sch.uk/info/158-school-day">https://www.fairlands.herts.sch.uk/info/158-school-day</a>	Free

## What we spend and how we spend it

Information to be published	How the information can be obtained	Cost
Annual accounts	School website – <a href="https://www.fairlands.herts.sch.uk/info/141-statutory-information">https://www.fairlands.herts.sch.uk/info/141-statutory-information</a>	Free
Annual budget plan and financial statements	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Capital funding	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Financial audit reports	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Details of expenditure items over £2000 – published at least annually, but at a more frequent quarterly or six-monthly interval where practical.	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Procurement and contracts the Academy has entered, or information relating to a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Pay policy	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA

equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Details of any premiums we receive, such as pupil & sports premium.	On school website: <a href="https://www.fairlands.herts.sch.uk/info/129-pupil-premium">https://www.fairlands.herts.sch.uk/info/129-pupil-premium</a> or enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	Free / POA

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

Information to be published	How the information can be obtained	Cost
Ofsted: full report & post-inspection action plan (where required)	Ofsted website: <a href="https://reports.ofsted.gov.uk/provider/21/143785">https://reports.ofsted.gov.uk/provider/21/143785</a>	Free
Assessment results	School website: <a href="https://www.fairlands.herts.sch.uk/info/128-latest-sats-results">https://www.fairlands.herts.sch.uk/info/128-latest-sats-results</a>	Free
Performance management policy and procedures adopted by the governing body.	School website: <a href="https://www.fairlands.herts.sch.uk/info/15-policies">https://www.fairlands.herts.sch.uk/info/15-policies</a>	Free
The Academy's future plans; for example, proposals for and any consultation on the future of the Academy such as a change in status	School website: <a href="http://www.fairlands.herts.sch.uk">www.fairlands.herts.sch.uk</a>	Free
Safeguarding and child protection policies	School website: <a href="https://www.fairlands.herts.sch.uk/info/15-policies">https://www.fairlands.herts.sch.uk/info/15-policies</a>	Free
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		

### How we make decisions

Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	School website – <a href="https://www.fairlands.herts.sch.uk/info/101-admissions-starting-school-moving-school">https://www.fairlands.herts.sch.uk/info/101-admissions-starting-school-moving-school</a>	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA POA

### Our policies and procedures

Information to be published	How the information can be obtained	Cost
Policies and other documents	School website: <a href="https://www.fairlands.herts.sch.uk/info/15-policies">https://www.fairlands.herts.sch.uk/info/15-policies</a>	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>information security policies</li> <li>records retention, destruction, and archive policies</li> <li>data protection &amp; retention (including information sharing policies)</li> </ul>	School website: <a href="https://www.fairlands.herts.sch.uk/info/15-policies">https://www.fairlands.herts.sch.uk/info/15-policies</a>	Free
Equality and diversity policies	School website: <a href="https://www.fairlands.herts.sch.uk/info/15-policies">https://www.fairlands.herts.sch.uk/info/15-policies</a>	Free
Special educational needs policies	School website: <a href="https://www.fairlands.herts.sch.uk/info/15-policies">https://www.fairlands.herts.sch.uk/info/15-policies</a>	Free
Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School website: <a href="https://www.fairlands.herts.sch.uk/info/15-policies">https://www.fairlands.herts.sch.uk/info/15-policies</a>	Free
Policies and procedures for the recruitment of staff	School website: <a href="https://www.fairlands.herts.sch.uk/info/15-policies">https://www.fairlands.herts.sch.uk/info/15-policies</a>	Free
Charging regimes and policies: <ul style="list-style-type: none"> <li>includes details of any statutory charging regimes</li> <li>includes charges made for information routinely published</li> <li>states what costs are to be recovered, the basis on which they are made and how they are calculated.</li> </ul>	School website: <a href="https://www.fairlands.herts.sch.uk/info/15-policies">https://www.fairlands.herts.sch.uk/info/15-policies</a>	Free

### Lists and Registers

Information to be published	How the information can be obtained	Cost
Curriculum information	School website: <a href="https://www.fairlands.herts.sch.uk/info/137-curriculum-overview">https://www.fairlands.herts.sch.uk/info/137-curriculum-overview</a>	Free
CCTV - Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Fairlands Primary School does not use CCTV	N/A
Disclosure logs, ie information provided in response to FOIA/EIR requests	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Asset register	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Any information the Academy is currently legally required to hold in publicly available registers	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA

### The services we offer

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	School website: <a href="http://www.fairlands.herts.sch.uk">www.fairlands.herts.sch.uk</a>	Free
Out of school clubs	School website: <a href="http://www.fairlands.herts.sch.uk">www.fairlands.herts.sch.uk</a>	Free
Services for which the Academy is entitled to recover a fee, together with those fees	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA
Academy publications, leaflets, books and newsletters	Enquiry via the school email address: <a href="mailto:admin@fairlands.herts.sch.uk">admin@fairlands.herts.sch.uk</a>	POA

## Schedule of charges

<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost plus admin time.
	Photocopying/printing @ 2p per sheet (colour)	Actual cost plus admin time.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	If this is relevant to the request for information	In accordance with the relevant legislation (quote the actual statute)