

St Paul's CE (VC) First School Coven



The Freedom of Information
Publication Scheme Policy
Updated May 2016

St Paul's CE First School

The Freedom of Information Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by St Paul's First School and need no further approval and will be valid until further notice.

This publication scheme commits a school 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the information.

The scheme commits St Paul's CE First School

- 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 St Paul's and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with 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 St Paul's makes available under this scheme.
- To produce schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do

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

St Paul's CE First School is a medium sized school serving a small rural village on the outskirts of the city of Wolverhampton.

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement. They adopt an instrument of government that complies with the Constitution regulations.

What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts) is monitored by the Finance and General Purposes Committee.

What our Priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and review) informed the school self-evaluation and School Development Plan which is monitored by the Governing Body at St Paul's.

How we make decisions

(Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations). These take place as part of the strategic role of the governing body and within the committees that the governing body have set up.

Our policies and procedures

(Current written protocols for delivering our functions and responsibilities)
All policies and procedures are reviewed annually by representatives of the governing body, committees and school.

Lists and Registers

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

- School registers (attendance and school meals)
- Assessment and pupil progress
- SEN

The Services we offer

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

We do not offer services but aim to sign post parents and other stakeholders to information required.

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 school 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 St Paul's information will be provided the school 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, the school will indicate how information can be obtained by other 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 a school 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 purposes of this scheme are 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 access on a website will be provided free of charge.

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

- 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 all the circumstances including the general principles of the right of access of 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.

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.