

# Wallace Fields Infant School and Nursery



## Freedom of Information Policy

Wallace Fields Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Reviewed: February 2020**

**Next Review: June 2023**

Wallace Fields Infant School is proud to be a part of Inspiration Academy Trust.



Document ID/Name		Freedom of Information Policy	
Date		07/02/20	
Document Location		<a href="S:\Office\Policies\WFIS Master Policies\Freedom of Information Policy.docx">S:\Office\Policies\WFIS Master Policies\Freedom of Information Policy.docx</a>	
Version		1	
Author		Nicky Mann	
Next Review Date		June 2023	
Date	Version	Amended By	Comment (e.g. reason for version change)
28.06.2018	1	Ceri Jewell	Policy creation in line with Public body requirements
07/02/20		Nicky Mann	Review
13/03/20		Nicky Mann	Review - no major changes

## Document History

:

The Freedom of Information Act 2000 (FOIA) requires all public authorities, including schools, to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, to come into effect from 1 January 2009.

The model commits a public authority 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*'

Inspiration Academy Trust has adopted the ICO Model Publication Scheme in full.

file:///S:\Office\Policies\WFIS%20Master%20Policies\Freedom%20of%20Information%20Policy.docx

## **Guide to Information Available under the Freedom of Information Act**

Since 1 January 2005 there has been a legal right for any person to make a request to a school for access to information held by that school.

Inspiration Academy Trust is under a duty to provide advice and assistance to anyone requesting information and must respond to the enquiry promptly, and in any event, within 20 working days of receipt (not excluding school holidays).

The DfE recommends that schools respond to straightforward requests for free and charge where the costs are significant.

### **HOW TO REQUEST INFORMATION**

You can request a copy of the information from the 'contact us' details available on the Inspiration Academy Trust website: [www.wfis.co.uk](http://www.wfis.co.uk)

Alternatively, if the information you are looking for is not on our website, you may still ask if we have it. Please contact the school in writing, by email or letter. Please state this is a Freedom of Information Request

Information to be published	How the information can be obtained	Cost
-----------------------------	-------------------------------------	------

Class 1 - Who we are and what we do		
Academy Funding Agreement	DfE website	Free
Academy Order (if applicable)	Hard copy	5p per sheet
Who is on the board of trustees and local governing bodies and the basis of their appointment	Websites	Free
Instrument of Government / Articles of Association	Inspiration Academy website	Free
Contact details for Head Teachers and Local Governing Bodies,	Websites, headed paper & compliment slips	Free
Prospectus	Hard copy and on-line versions via school website	Free
Annual Report	Inspiration Academy website	Free
Staffing structure	Hard copy	5p per sheet
School session times and term dates	Inspiration Academy website	Free
School address and contact details, including email address.	Website & headed paper	Free
Key Stage 1 Results	Inspiration Academy website	Free

Class 2 – What we spend and how we spend it		
Annual budget plans and financial statements	Hard copy	5p per sheet
Capital funding	Hard copy	5p per sheet
Financial audit reports	Hard copy	5p per sheet
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	Hard copy	5p per sheet
Pay policy	Hard copy	5p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	5p per sheet

<b>Class 3 – What our priorities are and how we are doing</b>		
Government supplied performance data	Inspiration Academy website and DfE website	5p per sheet
OFSTED report – summary and full report	Inspiration Academy website and DfE website	5p per sheet
Future development plans	Hard copy	5p per sheet
Child Protection policies and procedures on safeguarding and promoting the welfare of children	Inspiration Academy website	Free

<b>Class 4 – How we make decisions</b>		
Admissions policy, arrangements and procedures and right of appeal – including information on application numbers and number of successful applicants by each oversubscription criteria	Inspiration Academy website	Free
Agendas and minutes of meetings of the Board of Trustees and Local Governing Bodies and committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy	5p per sheet

<b>Class 5 – Our policies and procedures</b>		
Trust polices: Child Protection and Safeguarding Complaints Data Protection Discipline and Grievance Equality and Diversity (schemes, statements, procedures and guidelines relating to equal opportunities) E-Safety Finance Finance Procedures Freedom of Information Health and Safety Intimate Care Information Medical Conditions Pay Physical Intervention Records	Website  Hard copy	Free  5p per sheet

Scheme of Delegated Authority Staff Code of Conduct Staff recruitment and selection Trustee and Governors' Allowances Whistleblowing	Website  Hard copy	Free  5p per sheet
School policies: Accessibility Accessibility Action Plan Admissions Behaviour Behaviour Principle Statements Careers Education Collective Worship Curriculum Disabilities Home-School Agreement Race Equality Sex and Relationship Education Special Educational Needs and Disabilities	Website Hard copy	Free 5p per sheet

#### **Class 6 – Lists and Registers**

Curriculum circulars and statutory instruments	Website	Free
Disclosure logs	Unnamed statement	5p per sheet
Asset register	Viewing only	Free
Any information the school is currently legally required to hold in publicly available registers (This does not include attendance registers.)	Website	Free

#### **Class 7 – The services we offer**

Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website	Free

## PAYING FOR INFORMATION

Information published on our website is free, apart from any connection costs payable to your internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Single printed copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have a significant amount of photocopying, printing, pay a large postage charge, or is for a priced item such as some printed publications or DVDs we will inform you of the full the cost before fulfilling your request.

## SCHEDULE OF CHARGES

The table below describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet for black & white	Actual cost 5p
	Photocopying/printing @ 8p per sheet for colour	Actual cost 8p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
Re-licensing the use of datasets (No personal data will be disclosed)	<p>If the dataset is a relevant copyright work, the school will provide it under the terms of a specified licence.</p> <p>A relevant copyright work is one for which the school owns the copyright and database rights, and which is not a Crown or Parliamentary copyright work.</p> <p>The Open Government Licence (OGL) is the default licence for datasets that can be re-used without charge; other licences (the Non-Commercial Government Licence and the Charged Licence) are available where that is not appropriate.</p> <p>Schools may charge a fee for communicating the information and for making the dataset</p>	There is no re-use fee if the dataset is provided under the OGL or the Non- Commercial Government Licence.

--	--	--



	<p>available for reuse if this requires cost and effort in publishing this in a re-usable format</p> <p>Under the publication scheme the schools will publish datasets that have been requested, and any updated versions it holds, unless it is satisfied that it is not appropriate to do so.</p> <p>Factors that can be taken into account when deciding whether it is not appropriate include whether the information is exempt and the cost and effort of publishing in a re-usable form.</p> <p>Complaints that the school has not met its duties under the dataset provisions will be dealt with, in the first, instance by the Data Protection Officer thereafter, by the Information Commissioner, in consultation with the National Archives as appropriate.</p>	
<b>Other</b>	£2 which includes research for each item	