

## Model publication scheme Freedom of Information Act



### The Cottesloe School

<b>Policy Type:</b>	Statutory
<b>Reviewed by:</b>	Nicola Hulland (Business Manager) and Carolyn Stirk ((Policies Governor)
<b>Date:</b>	21/06/2024
<b>Approved by:</b>	Full Governors Meeting - 16.06.2024
<b>Last reviewed:</b>	September 2021
<b>Next review:</b>	Summer 2028 (Sooner if any legislation change)

## **Adopted by The Cottesloe School June 2024**

### **Model publication scheme**

#### **Freedom of Information Act**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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 the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the 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 the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

#### **Classes of information**

##### **Who we are and what we do.**

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

**What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**

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

**The services we offer.**

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

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 authority 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 a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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. 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 an authority 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 purpose of this scheme is 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 accessed on a website will be provided free of charge.

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

Charges may be made for actual disbursements incurred such as:

- 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 in all the circumstances, including the general principles of the right of access to 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.

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 section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Please read alongside the above Model publication scheme

The Cottesloe School

Published Guide to Information

Reviewed 19th June 2024

Information	How the information can be obtained	cost
<b>Class one: Who we are and what we do.</b> Organisational <i>information, locations and contacts, constitutional and legal governance</i>		
Leaders in school	<a href="https://www.cottesloe.bucks.sch.uk/about/staff">https://www.cottesloe.bucks.sch.uk/about/staff</a>	Free
Curriculum staff	<a href="https://www.cottesloe.bucks.sch.uk/curriculum/subjects">https://www.cottesloe.bucks.sch.uk/curriculum/subjects</a> <b>Hard copy</b> available on request-contact school	Free 5p per page
Who's who on the governing body and the basis of their appointment	<a href="https://www.cottesloe.bucks.sch.uk/about/governors">https://www.cottesloe.bucks.sch.uk/about/governors</a> <b>Hard copy</b> available on request-contact school	Free 5p per page
Instrument of Governance	<a href="https://www.cottesloe.bucks.sch.uk/about/governors">https://www.cottesloe.bucks.sch.uk/about/governors</a> <b>Hard copy</b> available on request-contact school	Free 5p per page
Contact details for Headteacher and Chair of Governors	<a href="https://www.cottesloe.bucks.sch.uk/about/governors">https://www.cottesloe.bucks.sch.uk/about/governors</a> <b>Hard copy</b> available on request-contact school	Free 5p per page
Staffing structure	<b>Available on request</b> email:office@cottesloe.bucks.sch.uk	Free 5p per page if hard copy required
School times and term dates	<a href="https://www.cottesloe.bucks.sch.uk/parent/term-dates">https://www.cottesloe.bucks.sch.uk/parent/term-dates</a> <b>Hard copy</b> available on request-contact school	Free

		5p per page
Address of school and contact details	<a href="https://www.cottesloe.bucks.sch.uk/contact">https://www.cottesloe.bucks.sch.uk/contact</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
<b>Class two: What we spend and how we spend it.</b> <i>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</i>		
Annual Budget plan	<b>Available on request</b> -contact school	Free  5p per page if hard copy required
Capital funding	<b>Available on request</b> -contact school	Free  5p per page if hard copy required
Annual financial report to parents and Governors	<a href="https://www.cottesloe.bucks.sch.uk/about/performance-and-ofsted">https://www.cottesloe.bucks.sch.uk/about/performance-and-ofsted</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
Financial benchmarking	<a href="https://schools-financial-benchmarking.service.gov.uk/School?urn=110533">https://schools-financial-benchmarking.service.gov.uk/School?urn=110533</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
Pay policy	<b>Hard copy</b> available on request-contact school	5p per page
Governors allowances	<b>Hard copy</b> available on request-contact school	5p per page
<b>Class three :What are our priorities and how we are doing</b> <i>Strategy and performance information, plans, assessments, inspections and reviews.</i>		
School profile		
Performance data	<a href="https://www.cottesloe.bucks.sch.uk/about/performance-and-ofsted">https://www.cottesloe.bucks.sch.uk/about/performance-and-ofsted</a> <b>Hard copy</b> available on request-contact school	Free  5p per page

Latest Ofsted report	<a href="https://www.cottesloe.bucks.sch.uk/about/performance-and-ofsted">https://www.cottesloe.bucks.sch.uk/about/performance-and-ofsted</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
Schools future plans	<a href="https://www.cottesloe.bucks.sch.uk/about/future-of-cottesloe">https://www.cottesloe.bucks.sch.uk/about/future-of-cottesloe</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
Safeguarding	<a href="https://www.cottesloe.bucks.sch.uk/safeguarding">https://www.cottesloe.bucks.sch.uk/safeguarding</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
<b>Class four :How we make decisions.</b> <i>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.</i>		
Admissions policy	<a href="https://www.cottesloe.bucks.sch.uk/parent/admissions">https://www.cottesloe.bucks.sch.uk/parent/admissions</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
Agendas and minutes of the Governing body and it's committees	<a href="https://www.cottesloe.bucks.sch.uk/about/governors">https://www.cottesloe.bucks.sch.uk/about/governors</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
<b>Class five: Our policies .</b> <i>Current written protocols for delivering our functions and responsibilities</i>		
Statutory policies	<a href="https://www.cottesloe.bucks.sch.uk/about/policies">https://www.cottesloe.bucks.sch.uk/about/policies</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
Records management and personal data policies	<a href="https://www.cottesloe.bucks.sch.uk/about/policies">https://www.cottesloe.bucks.sch.uk/about/policies</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
Charging and remissions policies	<a href="https://www.cottesloe.bucks.sch.uk/about/policies">https://www.cottesloe.bucks.sch.uk/about/policies</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
<b>Class six :Registers .</b> <i>Current lists and registers only . This does not include attendance registers</i>		



Curriculum plans	<a href="https://www.cottesloe.bucks.sch.uk/curriculum/subjects">https://www.cottesloe.bucks.sch.uk/curriculum/subjects</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
Asset register	Inspection only - contact the school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact the school	Free
<i>Class seven :the services we offer. Information about the services we offer ,including leaflets, guidance and newsletters produced for the public and businesses</i>		
Extra curricular activities	<a href="https://www.cottesloe.bucks.sch.uk/curriculum/wider-curriculum-opportunities">https://www.cottesloe.bucks.sch.uk/curriculum/wider-curriculum-opportunities</a> <b>Hard copy</b> available on request-contact school	Free  5p per page
School trips	<a href="https://www.cottesloe.bucks.sch.uk/curriculum/wider-curriculum-opportunities">https://www.cottesloe.bucks.sch.uk/curriculum/wider-curriculum-opportunities</a> <b>Hard copy</b> available on request-contact school	Free  5p per page

### Schedule of charges

Type of charge	Description	Basis of Charge	Charge
Disbursement costs	Photocopying or printing charged at pence per sheet for paper plus copier click charge	Actual cost	5 pence per sheet
Postage	Cost of posting out information	Actual cost of Royal mail standard 2nd class postage	Between 85p and £2.50 dependant upon the size /weight of the letter
Statutory fee	In accordance with relevant legislation		Not applicable at this time