



## **Great Torrington School**

### **Freedom of Information Policy September 2021**

Approving Committee:	<b>Resources/Finance</b>
Approval date:	<b>30/09/2021</b>
Minute Reference:	<b>2021/11/RES/08</b>
Staff Sponsor:	<b>Jon Buss</b>
Date of next review:	<b>Autumn 2023</b>
Placed on T drive:	<b>Yes</b>
Placed on website:	<b>No</b>

# **FREEDOM OF INFORMATION PUBLICATION SCHEME POLICY**

## **What a publication scheme is and why it has been developed:**

- One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public
- To do this we must produce a publication scheme, setting out:
  - The classes of information which we publish or intend to publish.
  - The way the information will be published.
  - Whether the information is available free of charge or on payment.
- The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available on our website to download and print or available in paper form.
- Some information which we hold may not be made public, for example personal information.
- This publication scheme conforms to the model scheme for schools approved by the Information Commissioners Office.

## **The school aims to:**

- Enable every child to fulfil their learning potential, with education that meets the needs of each child.
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

## **Categories of information published**

- The publication scheme guides you to information we currently publish, have recently published or will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.
- The classes of information that we undertake to make available are organised into four broad topic areas:
  - School Prospectus – information published in the school prospectus
  - The School Profile and other information relating to the governing body – information published in the School Profile and in other governing body documents
  - Pupils & Curriculum – information about policies that relate to pupils and the school curriculum
  - School Policies and other information related to the school - information about policies that relate to the school in general

## How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below:

**Email:** [dpo@gts.devon.sch.uk](mailto:dpo@gts.devon.sch.uk)

**Tel:** 01805 623531

**Address:** Great Torrington School, Calvesford Road, Torrington, Devon, EX38 7DJ

**Website:** [www.gts.devon.sch.uk](http://www.gts.devon.sch.uk)

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS)

If the information you’re looking for isn’t available via the scheme [and isn’t on our website], you can still contact the school to ask if we have it using the form below:

NAME OF DOCUMENT	DESCRIPTION

## Paying for information

Information published on our website is provided free of charge.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we must do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

For further information please see section 7, Schedule of Charges

## Classes of Information Currently Published by Great Torrington School under the ICO model publication scheme

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) <i>Current information only</i>		
<b>Information to be published</b>	<b>How the it can be obtained</b>	<b>Cost</b>
Who's who in the school	Hard copy	2p per sheet
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Hard copy	2p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Hard copy	2p per sheet
School prospectus	Website Hardcopy	Free Free
Staffing structure	Hard copy	2p per sheet
School session times and term dates	Website	Free
Address of school and contact details, including email address	Website	Free

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>Current and previous financial year as a minimum</i>		
<b>Information to be published</b>	<b>How the it can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	Hard copy	2p per sheet
Capital funding	Hard copy	2p per sheet
Finance Policy	Hard copy	2p per sheet
Details of expenditure items over £2000	Hard copy	2p per sheet
Procurement and contracts the school has entered into, 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)	Hard copy	2p per sheet
Pay Policy	Hard copy	2p per sheet
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	Hard copy	2p per sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range	Hard copy	2p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	2p per sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum</i>		
Information to be published	How the it can be obtained	Cost
School profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>The latest Ofsted report               <ul style="list-style-type: none"> <li>Summary</li> <li>Full report</li> </ul> </li> <li>Post-inspection action plan</li> </ul>	Website Website  Hard copy	Free Free  2p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy	2p per sheet
Performance data or a direct link to it	Website	Free
Schools future plans (School Improvement Plan)	Hard copy	2p per sheet
Safeguarding and child protection policies	Website	Free

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) <i>Current and previous three years</i>		
Information to be published	How the it can be obtained	Cost
Admissions policy/decisions (not individual admission decisions)	Hard copy	2p per sheet
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)	Hard Copy or Inspection in School	2p per sheet  Free

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>		
Information to be published	How the it can be obtained	Cost
School policies including: <ul style="list-style-type: none"> <li>Health and Safety</li> <li>Complaints procedure</li> <li>Staff conduct policy</li> <li>Discipline and grievance policies</li> <li>Information request handling policy</li> <li>Equality and diversity (including equal opportunities) policies</li> </ul>	Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy	All 2p per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>Home-school agreement</li> <li>Curriculum Statement</li> <li>Sex education Statement</li> <li>Special educational needs</li> <li>Accessibility</li> <li>Race equality</li> <li>Collective worship statement</li> <li>Careers education</li> <li>Behaviour Policy</li> </ul>	Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy	All 2p per sheet
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information Technology policies</li> <li>Records retention, destruction and archive policies</li> <li>Data Protection (including information sharing policies)</li> </ul>	Hard copy Hard copy  Hard copy	2p per sheet 2p per sheet  2p per sheet
Charging regimes and policies, including <ul style="list-style-type: none"> <li>Charging &amp; Remission policy</li> </ul>	Hard copy	2p per sheet

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register)		
Information to be published	How the it can be obtained	Cost
Curriculum circulars and statutory instruments	Hard copy	2p per sheet
Disclosure logs	Hard copy	2p per sheet
Asset register	Hard copy	2p per sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy	2p per sheet

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Information to be published	How the it can be obtained	Cost
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	Hard copy	2p per sheet
School publications	Hard copy	Free
Leaflets books and newsletters	Website	Free

## 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
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (black & white)	Actual cost
	Photocopying/printing @ 30p 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
<b>Other</b>		

## Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to The Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

**Tel:** 0303 123 1113

**Address:** Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Website:** [www.ico.org.uk](http://www.ico.org.uk)