

# **Oakham C.E. Primary School**

## **The Parks School**

### **Freedom of Information & Publication Scheme**

<b>Date</b>	<b>October 2019</b>
<b>Approved by Executive Headteacher</b>	<b>Stephen Cox</b>
<b>Approved by Chair of Governors</b>	<b>Stewart Needham</b>
<b>Review Date</b>	<b>October 2021</b>

## Provision of Information

We are committed to openness and transparency in the provision of information to all persons or organisations that request it to develop open and secure relationships which promote good communication and a shared understanding.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2009 and Data Protection Act 1998 and GDPR 2018.

Copies of reference documents, such as policy statements and procedural guidance will be provided either free of charge or as published in our Publication Scheme, which is itself available from the school office.

We will normally confirm within five school days whether or not we hold the information you request and will either provide it promptly or within the 20 school days required by the Freedom of Information Act, within the 30 school days as required by GDPR 2018.

Under the GDPR 2018, you have the right to request a copy of the information we hold about you and request the information is corrected if inaccurate. Please see our privacy notice for more information.

Where a request for information is made in person or over the telephone, and is reasonably straightforward, we will respond without formality. In more complex cases we will ask you to put the request in writing (letter, email or fax) to ensure that we have clear statement of what is requested.

Where appropriate, we will provide information in redacted (that is, edited) form, in line with any exemptions that we wish to apply under the legislation.

*Example: You ask for a document that includes details of other children besides your own. We agree to provide the document with references to other children edited out.*

If you do not accept our reasons for declining to disclose information requested you should write to the Chair of Governors, c/o the School in the first instance. If you are not happy with his/her response, you may wish to contact the Information Commissioner.

Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publication Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation such as the Disability Discrimination Act.

If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive the payment (cash or cheque).

The time allowed for us to provide the information does not include the period between the issuing of the fees notice and the receipt of the payment.

We may be unable to provide the information you request for any of the following reasons: We do not hold the information, we are applying an exemption to the disclosure, it would cost the school more than £450 to provide the information (this figure is set by government).

If we are unable to comply with your request, we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep down the costs.

## **How to request information**

If you require a paper version of any of the documents or data within the scheme, please contact the school by telephone, email, fax or letter (contact details are set out below) or you can visit our website at [www.oakham-primary.rutland.sch.uk](http://www.oakham-primary.rutland.sch.uk)

Email: [office@oakham-primary.rutland.sch.uk](mailto:office@oakham-primary.rutland.sch.uk)

Tel: 01572 722404

Fax: 01572 724337

Contact Address: Oakham C of E Primary and The Parks School, Burley Road, Oakham, Rutland, LE15 6GY

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

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.

## **Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

If your request means that we have to do a significant amount of photocopying, printing, pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know any cost before fulfilling your request. Information will be charged at the actual cost of providing it (i.e. the cost of photocopying, plus time of employee photocopying information, plus postage and any other actual costs incurred as a result of providing the requested information). If we need to charge for providing the information, we will require payment before we can provide the information.

## **Further information**

For further information about the Freedom of Information act and your rights, please refer to the Information Commissioner's website: <http://www.ico.gov.uk>.

**Oakham Church of England Primary School  
The Parks School**

**Freedom of Information**

**Guide to information available from Oakham C of E Primary and The Parks school under the model publication scheme.**

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 1 – who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.</p>	
<p>Who’s who in the school</p>	<p>School Website</p>
<p>Who’s who on the governing body and the basis of their appointment</p>	<p>School Website</p>
<p>Instrument of Government. This describes the number of governors on the governing body and their category</p>	<p>Clerk to governors School Website</p>
<p>Contact details for the Headteacher and the governing body (named contacts where possible with telephone number and email address (if used)) (This will be school numbers/email addresses, please be aware that personal contact information will NOT be given out).</p>	<p>School office – for Headteacher Clerk to governors – for governing body School website</p>
<p>Staffing structure</p>	<p>School office / website</p>
<p>School session times and term dates</p>	<p>School office / website</p>

<p><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)</p> <p>Current and previous financial year as a minimum</p>	
Annual budget plan and financial statements	School business manager
Capitalised funding	School business manager
Additional funding	School business manager
Procurement and projects	School business manager
Pay policy	Clerk to governors School Website
Staffing and grading structure	School business manager
Governors’ allowances	Clerk to governors
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum</p>	
<p>School performance:</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> <li>• School Development Plan</li> <li>• Use of Pupil Premium funding</li> </ul>	<p>DfE website  (<a href="http://www.education.gov.uk/schools/performance">www.education.gov.uk/schools/performance</a>)  / school website / Ofsted website</p>
Performance management policy and procedures adopted by the governing body.	School website and/or Clerk to governors
<b>Class 4 – How we make decisions</b>	

Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	School website – current year / School office – previous two years
Agendas of meetings of the governing body and (if held) its sub-committees	School Business Manager/clerk to governors
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meetings.	School Business Manager/clerk to governors
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies <ul style="list-style-type: none"> <li>• Admission policies, including a link to Rutland admissions</li> <li>• Charging and remissions policy</li> <li>• Health and safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li>   <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policy</li> <li>• Safeguarding policy</li> <li>• Supporting pupils with medical conditions</li> <li>• Staff recruitment policies</li> </ul>	School website School website Clerk to governors School website Clerk to governors Clerk to governors  Headteacher Clerk to governors School website School website School website Clerk to Governors
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> </ul>	School office Clerk to Governors

<ul style="list-style-type: none"> <li>• Sex, Relationships and education Policy.</li> <li>• SEND Policy</li> <li>• Accessibility Policy</li> <li>• Equality policy</li> <li>• Collective worship</li> <li>• Pupil behaviour policy</li> <li>• Anti-bullying policy</li> <li>• Homework guidelines for parents and pupils</li> <li>• Guidance for the use of Photographic Images of Children in school</li> </ul>	<p>School website  School website  School website  School website  School website  School office  School office  School website  School website and induction pack</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies.</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>School business manager  School business manager  School business manager</p>
<p>Charging regimes and policies:</p> <ul style="list-style-type: none"> <li>• Charges for pupils, e.g. cost of school meals, information on how to claim for free school meals, cost of Breakfast and After-School clubs, voluntary contributions for school trips</li> <li>• Prices and terms &amp; conditions for lettings</li> </ul>	<p>School office    School business manager</p>
<p><b>Class 6 – Lists and Registers</b></p>	
<p>Currently maintained lists and registers only</p>	
<p>Curriculum circulars and statutory instruments:  The government’ Education policy frequently changes and therefore statutory requirements and regulations are frequently updated  General information about the latest Education policy and regulations is available from the Department of Education website (<a href="http://www.education.gov.uk">www.education.gov.uk</a>)</p>	<p>Department of Education website  (<a href="http://www.education.gov.uk">www.education.gov.uk</a>)</p>

A list of statutory information and governor approved policies is available on request from the clerk to governors	
Asset register	School business manager
Disclosure logs	Safeguarding Lead
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	School office is first point of contact
<b>Class 7 – The services we offer</b> (information about the services we offer, including leaflets, guidance and newsletters for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	School website
Out of school clubs	School website
Services for which the school is entitled to recover a fee, together with those fees	School business manager
Leaflets, books and newsletters	School website and/or school office

## Guide to information available from under the model publication scheme Contact details:

### SCHEDULE OF CHARGES

Type of Charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing per sheet (black & white) @p per sheet	Actual cost *
	Photocopying /printing per sheet colour @p per sheet	
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory fee</b>		In accordance with the relevant legislation
<b>Other</b>		