



# **Freedom of Information Policy**

**May 2021**

## Model publication scheme

### Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Harefield Infant and Harefield Junior Schools and will be valid until further notice.

This publication scheme commits the 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 Commissioner.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school 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 school 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 school that has been requested, and any updated versions it holds, unless the school 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 school is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are 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 school.

## **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 Annex indicates the information which is required to be published and how it can be obtained.

Where it is within the capability of the school, information will be provided on its website. Where it is impracticable to make information available on its 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 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 the 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.

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 school 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Information held by the school 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.

## Annex

This Annex indicates the required information for each of the 'Classes of Information' listed in the main provision, and either provides details of where such data has been published, or the contact details of who can provide the information.

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

Only current information will be provided.

<b>Information type</b>	<b>Where Found</b>
Instrument of Government	School Office files
School brochure	Contact the School Office
Governing Body	School website
School sessions times	Contact the School Office
Term dates and holidays	School website
Location and contact data	School website
Staffing structure	School website

### 2. What we spend and how we spend it

Financial information for the current and previous two financial years will be available.

<b>Information Type</b>	<b>Where Found</b>
Annual budget plan	Contact the School Office for the budget plan and any expenditure on items over £5000
Pupil premium funding	School website
Capital funding	Contact the School Office
Financial audit reports	Contact the London Borough of Hillingdon
Procurement and contracts	Contact the School office for the Finance policy and procedures.
Pay policy	Contact the School Office for details
Staff pay and grading	Contact the School Office for staff salary bands.

### 3. What our priorities are and how we are doing

Only current information will be provided.

Information Type	Where Found
Performance data supplied to the government	Link provided from the school website to both the DFE and Ofsted web-sites.
Latest Ofsted report	Link provided from the school website
Performance management information	School Office file for the Policy
School's future plans	Consultations will be on the school website Approved FGB meeting minutes are available by contacting the School Office
Safeguarding and child protection	School website for policy

### 4. How we make decisions

Information for the current and previous three years will be available.

Information Type	Where Found
Admission Policy	School website has the Admissions policy for the Nursery. Application numbers and the number of successful applicants can be found in the published FGB minutes or by contacting the School Office.
Minutes of meetings of the Governing Body	Approved minutes of meetings are available by contacting the School Office

### 5. Our policies and procedures

Only current information will be available.

Information Type	Where Found
School policies and other documents	All policies required by the DFE can be found in the school office files
Records management and personal data policies	Data protection policy can be found on the school website. For information security, record retention, destruction and archive policies contact the School Office.

Equality and diversity	School website has the Equalities Objectives and Information
Policies and procedures for recruitment of staff	The Staff Recruitment policy can be found in the school office files.
Charging regimes and policies	School website has the policy

## 6. Lists and registers

Only current maintained lists and registers will be available.

Information Type	Where Found
Disclosure log	A log showing information provided as part of a FOI request is kept in the School Office
Asset register	Contact the School Office for details
Any information the school is currently legally required to hold in publicly available registers	Contact the School Office for details

## 7. The services we offer

Only current information will be available.

Information Type	Where Found
Extra-curricular activities	Contact the School Office
Out of school clubs	Contact the School Office as these vary dependent on the term
School publications	Contact the School Office
Newsletters	School website

### Harefield Junior School

Website: [www.harefieldjunior.com](http://www.harefieldjunior.com)

Office Contact Details:

**Post:** Harefield Junior School, Park Lane, Harefield, Middlesex, UB9 6BJ

**Email:** [office@harefieldjunior.com](mailto:office@harefieldjunior.com)

### Harefield Infant School

Website: [www.harefieldinfant.com](http://www.harefieldinfant.com)

Office Contact Details:

**Post:** Harefield Infant School, High Street, Harefield, Middlesex, UB9 6BT

**Email:** [office@harefieldinfant.com](mailto:office@harefieldinfant.com)