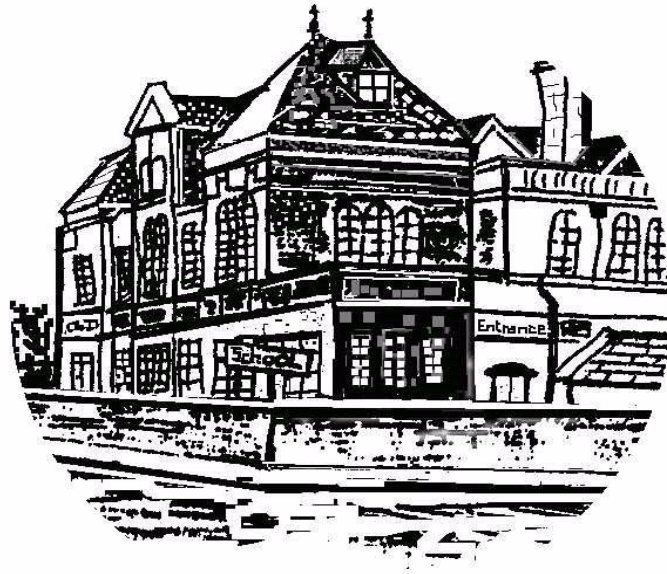


Granby Primary School

Freedom of Information Policy



Granby Road
Aylestone
Leicester LE2 8LP

Head Teacher: Mr Peter Fowler

Granby Primary School

Freedom of Information Policy

Note: This policy should be read in conjunction with the school's Data Protection Policy.

Under the Freedom of Information Act 2000, schools must have a Publication Scheme approved by the Information Commissioner's Office and publish a Guide to Information covered by this Scheme. These will form the 2 sections of this Freedom of Information Policy.

A. Model Publication Scheme

This model Publication Scheme has been prepared and approved by the Information Commissioner. Granby Primary School has adopted it without modification, as required by statute.

The 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. Details of the information available are listed in Section B of this policy.

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.
- Specify the information which is held by the school and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the school makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the authority 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:

1. 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.
2. Information in draft form.
3. 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 school 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 the school, 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 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.

Written requests

Information held by the school that is not published under this scheme can be requested in writing to the Headteacher, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

B. Guide to Information available from Granby Primary School under the Model Publication Scheme

(To be read in conjunction with the school's Data Protection Policy)

Class 1: Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i>	How the information can be obtained	Cost
Who's who in the school	School website	No charge
Who's who on the governing body and the basis of their appointment	School website	No charge
Instrument of Government <ul style="list-style-type: none"> • Name and category of school • Name and constitution of governing body • Date instrument takes effect 	School website	No charge
Contact details for the Headteacher and the Chair of Governors via school	School website	No charge
School prospectus	School website	No charge
Staffing structure	School website	No charge
School session times and term dates	School website	No charge
Address of school and contact details , including email address	School website	No charge
The school's ethos and values	School website	No charge

Class 2 : What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>	How the information can be obtained	Cost
Annual budget plan and financial statements <i>(current and previous 2 years)</i> <ul style="list-style-type: none"> • Sources of funding, including gifts made to the school • Annual budget plan • Annual income and expenditure returns 	School website	No charge
Capital funding <ul style="list-style-type: none"> • Major plans for capital expenditure • Funding allocations 	School website	No charge
Financial audit reports	Inspection by appointment	See Charges
Details of expenditure items over £2000 Published at least annually but quarterly or six-monthly interval where practical	Inspection by appointment	See Charges
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	Inspection by appointment	See Charges
Pay policy and procedures regarding teachers' pay	School website	No charge
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members whose basic actual salary is at least £60,000 per annum, by reference to categories	Inspection by appointment	See Charges
Staffing, pay and grading structure Salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range	Inspection by appointment	See Charges

Governor Expenses policy	School website	No charge
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Inspection by appointment	See Charges

Class 3: What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> <i>Current information as a minimum</i>	How the information can be obtained	Cost
School profile	School website	No charge
Performance data supplied to the Government or a direct link to the data	School website	No charge
The latest Ofsted report – summary and full report; subject survey inspection report	School website	No charge
Post-inspection action plan	View by appointment	See charges
Performance management policy (Appraisal) and procedures adopted by the governing body	School website	No charge
The school's future plans Major proposals e.g. consultation on the future of the school, such as a change in status	School website	No charge
Safeguarding and Child protection policies	School website	No charge

Class 4: How we make decisions <i>(Decision making processes and records of decisions)</i> <i>Current and previous three years as a minimum</i>	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions)		

The school's admission arrangements for each relevant age group at the school, including any arrangements for selection, any over-subscription criteria and an explanation of the process of applying for a school place; or Information on where and how parents may access that information through the local authority	Website	No charge
Agendas and minutes of full governing body meetings	Website	No charge
Agendas and minutes of committee meetings of the governing body <i>(NB These will exclude information that is properly regarded as private to the meetings.)</i>	Inspection by appointment	See charges

Class 5: Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> This is a list of statutory requirements so there is some duplication with other sections.	How the information can be obtained	Cost
5a) Statutory policies required by education legislation		
<ul style="list-style-type: none"> • Capability of staff • Charging and remissions Optional extras for which charges are permitted • School behaviour • Sex education Sex and relationships education • Special educational needs and disability provision Updated annually and where changes occur during the year • Teacher appraisal – in the Pay Policy • Teachers' pay – in the Pay Policy 	School website	No charge
	School website	No charge
	School website	No charge
	School website	No charge
	School website	No charge
	School website	No charge

<p>5b) Statutory policies required by other legislation, which impact particularly on schools</p>		
<ul style="list-style-type: none"> • Data protection 	School website	No charge
<ul style="list-style-type: none"> • Health and safety 	School website	No charge
<p>5c) Other statutory documents</p>		
<ul style="list-style-type: none"> • Admission arrangements 	School website	No charge
<ul style="list-style-type: none"> • Accessibility plan Increasing participation of disabled pupils in the school’s curriculum and improving accessibility of the school’s environment 	School website	No charge
<ul style="list-style-type: none"> • Behaviour principles written statement 	School website	No charge
<ul style="list-style-type: none"> • Central record of recruitment and vetting checks 	School website	No charge
<ul style="list-style-type: none"> • Complaints procedure statement 	School website	No charge
<ul style="list-style-type: none"> • Freedom of information policy, including Publication Scheme 	School website	No charge
<ul style="list-style-type: none"> • Governors’ allowances (schemes for paying) 	School website	No charge
<ul style="list-style-type: none"> • Home-school agreement document The school’s aims and values, the school’s responsibilities, parental responsibilities and the school’s expectations of its pupils e.g. homework expectations 	School website	No charge
<ul style="list-style-type: none"> • Instrument of government 	School website	No charge
<ul style="list-style-type: none"> • Minutes of, and papers considered at, meetings of the full governing body 	School website	No charge

<p>Minutes of, and papers considered at, governing body committee meetings</p> <ul style="list-style-type: none"> • Premises management policy Premises management documents • Equality information and objectives (public sector equality duty) • School information published on a website • Register of business interests of headteacher and governors • Staff discipline, conduct and grievance procedure 	<p>Inspection by appointment</p> <p>School website</p> <p>Inspection by appointment</p> <p>School website</p> <p>School website</p> <p>School website</p> <p>School website</p>	<p>See charges</p> <p>No charge</p> <p>See charges</p> <p>No charge</p> <p>No charge</p> <p>No charge</p> <p>No charge</p>
<p>5d) Documents referenced in statutory guidance</p> <ul style="list-style-type: none"> • Child protection policy and procedures • Early Years Foundation Stage (EYFS) • Statement of procedures for dealing with allegations of abuse against staff • Supporting pupils with medical conditions 	<p>School website</p> <p>School website</p> <p>School website</p> <p>School website</p>	<p>No charge</p> <p>No charge</p> <p>No charge</p> <p>No charge</p>
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Data protection (including information sharing policies) 	<p>School website</p>	<p>No charge</p>
<p>Charging regimes and policies <i>See table after 'Additional Information' for charges made for information routinely published, the basis on which they are made and how they are calculated.</i></p>	<p>School website</p>	<p>No charge</p>

Class 6: Lists and Registers <i>(Currently maintained lists and registers only)</i> <i>This does not include the attendance register.</i>	How the information can be obtained	Cost
Curriculum circulars and statutory instruments sent to the Headteacher and Governing Body by the Department of Education	DfE	TBA
Any information the school is currently legally required to hold in publicly available registers	Inspection by appointment	See charges

Class 7: The services we offer <i>(Current information)</i>	How the information can be obtained	Cost
Extra-curricular activities	School website	No charge
Out of school clubs	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees <i>See Charging Policy</i>	School website	No charge
School publication Leaflets, books, newsletters, letters for trips	School website	No charge

Additional Information <i>Information not itemised in the lists above</i>		
<p>The Curriculum</p> <ul style="list-style-type: none"> For each academic year, the content of the curriculum followed for each subject, and details about how to find additional information on the curriculum The phonics or reading schemes followed in Year 1 <p>Equality and Diversity Policy</p> <p>Staff Recruitment Policy</p> <p>Pupil premium</p> <ul style="list-style-type: none"> The amount of the school's allocation from the pupil premium grant for the current academic year Details of how the school intends to spend its allocation Details of how the previous year's allocation was spent The effect this spending had on the educational attainment of the pupils to whom the funding was granted <p>Sports premium</p> <ul style="list-style-type: none"> The PE and sport premium allocation for the current academic year Details of how the school intends to spend its allocation Details of how the previous year's allocation was spent How the spending has made a difference to the PE and sport participation of the pupils who attract the funding <p>Collective Worship Policy Arrangements for the required daily act of worship</p>	<p>School website</p> <p>School website</p> <p>School website</p> <p>School Website</p> <p>School website</p> <p>School website</p>	<p>No charge</p> <p>No charge</p> <p>No charge</p> <p>No charge</p> <p>No charge</p> <p>No charge</p>

How to request information

Most of the information covered by this publication scheme is available on the school website. If you require a paper version of any documents within the scheme, please mark your request **FOIA PUBLICATION SCHEME REQUEST** and apply in writing to ***The Headteacher, Granby Primary School, Granby Road, Leicester LE2 8LP.***

Other school contact details:

Telephone: 0116 229 8160

Email: info@granby.leicester.sch.uk

Website: www.granby.leicester.sch.uk

Under FOIA Guidance, a response will be sent within 20 working days (not including school holidays).

Information that is not published under this scheme can still be requested from the school, when the request will be considered in accordance with the provisions of the Freedom of Information Act.

Paying for Information - Schedule of Charges

Information published on the school website is free of charge. See the schedule below for details of charges for other information covered by this publication scheme and also written copies of information already on the school website. Note that there will *not* be a charge for photocopying *unless the total number of pages exceeds one hundred.*

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.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying if over 100 pages	Actual cost incurred by the school 5p per sheet
	Postage	Actual cost of standard second class Royal Mail
	Costs directly incurred as a result of viewing information	Actual cost
Any statutory fee	Copyrighted documents	In accordance with the relevant legislation
Other	e.g. Printed publications	Actual cost

Feedback and complaints

We welcome your feedback about this Publication Scheme. Requests for further assistance or complaints should initially be addressed to ***The Headteacher, Granby Primary School, Granby Road, Leicester LE2 8LP.***

If your query is not resolved to your satisfaction, a formal complaint can be made to The Information Commissioner's Office, the organisation that ensures compliance with the Freedom of Information Act 2000:

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

Enquiry/ Information line: ***01625 545 745*** or ***0303 123 1113***

E-mail: ***casework@ico.org.uk***

Website: ***www.ico.org.uk***