

Publication Scheme – Freedom of Information

Background

This publication scheme is a light-touch edit of the model scheme prepared and approved by the Information Commissioner. It has been adopted without modification without need for further approval from the Information Commissioner and will be valid until further notice.

This publication scheme commits an authority (in this case Brookwood Primary School and Brookwood and Pirbright Children's Centre) 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.

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.

For Brookwood Primary School and Brookwood & Pirbright Children's Centre Appendix A is our Guide to Information. This details the information and how it is currently published. We have made a commitment to increase the scope of the School website to include increasing amounts of this information on-line, although as a small Primary School our capacity actively to maintain an up-to-date website is limited.

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.

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.

Adopted by Local Governing Body Meeting: Autumn 2016

Date for next review: Autumn 2018 or if advised by the Information Commissioner

Appendix A - FoI Guide to Information available from Brookwood Primary School and Brookwood and Pirbright Children's Centre

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Current information only		
Who's who in the school and Children's Centre	School and CC Websites	FoC
Who's who on the governing body and the basis of their appointment	School website	FoC
Instrument of Government	School – hard copy IoG	2 pages
Contact details for the Head teacher and CC Leader and for the governing body Mrs Jo Green, Brookwood Primary School, Connaught Road, Brookwood, Surrey, GU24 0HF Mr Andrew Mealin, Chair of Governors – address as above 01483 473315	School website and left	FoC
School prospectus	School website	FoC
Staffing structure	School – hardcopy	1 page
School session times and term dates	In prospectus on website	FoC
Class 2 – What we spend and how we spend it		
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hardcopy - School - Children's Centre	10 pages 10 pages
Capitalised funding (School only)	Hardcopy	1 page
Additional funding – School Fund accounts	Hardcopy	2 pages
Pay policy	Hardcopy	16 pages

Class 3 – What our priorities are and how we are doing		
Current information		
School data <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	In prospectus on website Ofsted website – use postcode to search Hardcopy	FoC FoC FoC 10 pages
Appraisal Policy and procedures adopted by the governing body.	Hardcopy Forms also available	15 pages 15 pages
School Development Plan	Hardcopy	20 pages
Aims, objectives, ethos statements	In prospectus on website	FoC
Class 4 – How we make decisions		
Current and previous three years		
Admissions policy/decisions (not individual admission decisions)	On website	FoC
Agendas of meetings of the governing body and (if held) its sub-committees	Hardcopy	Per-page charge if copy required – but free for brief inspection
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hardcopy	Per-page charge if copy required – but free for brief inspection
Class 5 – Our policies and procedures		
There are three categories of policies in school: <ol style="list-style-type: none"> 1. Staff Policies (e.g. Pay Policy, Appraisal Policy) which are relevant to employees. Current copies of these are made available to staff. 2. Policies and procedures which help us organise the school. Some of these contain personal data (e.g. the Emergency Plan which contains personal telephone numbers for key members of staff) and whose distribution is therefore restricted. 3. All other school policies which are published on our website. 		
Staff Policies: <ul style="list-style-type: none"> • Appraisal • Directed Time • Disciplinary and Capability • Grievance • Induction • Pay 	If you wish to view these policies, please contact the Headteacher.	

<ul style="list-style-type: none"> • Performance Management • Special Leave • Staff Attendance • Staff Handbook • Whistleblowing 		
<p>Restricted Policies:</p> <ul style="list-style-type: none"> • Brookwood Emergency Plan • Cash Security • Instrument of Government 		
<p>All other Policies:</p> <ul style="list-style-type: none"> • Accessibility Plan • Admissions (Choosing to review annually – require d7A) • Aims Statement • Anti-Bullying • Attendance and Punctuality • Behaviour • Charging • Child protection / safeguarding • Collective Worship and assembly • Committee Membership (Governors) • Complaints Procedure (Plus Surrey Documents) • Curriculum Map (incl phonics & reading schemes) • Cycling Statement • Data Protection • Disability Action Plan • Drugs and Alcohol • E safety • Equality Policy and Single Equality Scheme • Finance & Premises • Food and Healthy eating • Governors’ Allowances • Health and Safety • Home School Agreement • Homework • ICT Code of Conduct 	<p>All policies in his category are published on Website</p>	

<ul style="list-style-type: none"> • Induction • Learning and Teaching • Lettings • Lone Worker • Marking and Feedback Policy • Monitoring • Personal and Intimate Care • Publication Scheme • Recruitment • Safe working practise agreement • Safe working practise agreement – volunteers • Special Educational Needs (SEN) • Sex and Relationship Education • Statement publishing CPLO names and roles • Touch and use of physical intervention • Uniform 		
<p>Class 6 – Lists and Registers Current information only</p>		
Disclosure logs	On request	
Asset register	On request	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On request	
<p>Class 7 – The services we offer Current information only</p>		
Out of school clubs	Website	
Newsletters	Website	

Contact details:

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

School website address: www.brookwood.surrey.sch.uk

Children's Centre website address: <http://www.brookwood.surrey.sch.uk>