



THE BISHOPSWOOD SCHOOLS FEDERATION

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

1. Introduction: 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. The governing body is responsible for maintenance of this scheme.

The FOI Act joins the Data Protection Act and the Environmental Information Regulations as legislation under which anyone is entitled to request information from the school. Requests for personal data are still covered by the Data Protection Act. (DPA). Individuals can request to see what information the school holds about them. This is known as a Subject Access Request, and must be dealt with accordingly.

To do this The Bishopswood Schools Federation must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- 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 available for you on our website to download and print off or available in paper form. Some information which we hold may not be made public, for example personal information.

BSF is under a legal duty to protect personal data under the **Data Protection Act 1998**. We carefully consider our responsibilities under this act before releasing personal information about individuals, including current and former employees and pupils.

2. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. This publication scheme is a means of showing how we are pursuing these aims. Full details of the **Publications Available** can be found in the tables in **Appendix One**.

	Classes of information	Definition
1	Who we are and what we do	Organisational information, locations and contacts, constitutional and legal governance.
2	What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
3	What our priorities are and how we are	Strategy and performance information, plans, assessments, inspections and reviews.

	doing	
4	How we make decisions	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5	Our policies and procedures	Current written protocols for delivering our functions and responsibilities.
6	Lists and registers	Information held in registers required by law and other lists and registers relating to the functions of the authority
7	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.

3. The method by which information published under this scheme will be made available

Bishopswood Schools Federation 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 our 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, we 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.

4. 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.

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
Printing or photocopying	Photocopying/printing @10.p per sheet (black & white)	Actual cost *
	Photocopying/printing @20.p per sheet (colour)	Actual cost*
Postage (Registered)	Postage	Actual cost of Royal Mail standard 2 nd class Registered
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)

We reserve the right to charge for photocopying and postage costs, where these are likely to be more than £5.

5. Written requests.

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

Information 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.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below:

Contact details:

Bishopswood Schools Federation
Barlows Road
Tadley
RG26 3NA

Bishopswood Infant School (School Office): Tel 0118 9812836 Fax 0118 9817782
Bishopswood Junior School (School Office): Tel 0118 9812738 Fax 0118 9816515

www.bishopswood-inf.hants.sch.uk
www.bishopswood-jun.hants.sch.uk

7. 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 ***Mrs Mary McCrae, Chair of Governors***

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: (details correct at May 2015):

Information Commissioner's Office
Wycliffe House Water Lane
Wilmslow
Cheshire
SK9 5AF

Call the helpline on 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Or email: casework@ico.org.uk (please include your telephone number)

Web site www.ico.org.uk

Appendix One

Publications Available

Class 1 - Who we are and what we do Organisational information, structures, locations and contacts	
Information to be published	How the information can be obtained
Instrument of Government The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.	School Office Prospectus Website
School prospectus and curriculum.	School Office Prospectus Website
The governing body and the basis of their appointment along with details of how to contact them via the school.	School Office
School session times and term dates	School Office Prospectus Website
Location and contact information. The address, telephone number, email address and website for the school together with the names of key personnel	School Office Website
Class 2 - What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.	
Information to be published	How the information can be obtained
Annual budget plan and financial statements	School Office
Capital funding	School Office Hampshire website
Financial audit reports	School Office
Procurement and contracts	School Office
Pay policy	School Office
Staff allowances and expenses	School Office
Staffing and grading structure The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.	School Office
Governors' allowances	Clerk of Governors
Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.	
Information to be published	How the information can be obtained
The latest Ofsted report	Link on School Website Link on Ofsted web site
Performance data supplied to the government	School Office
Performance management information Performance management policy and procedures adopted by the governing body.	Clerk of Governors

Schools future plans	School Office
Safeguarding and child protection	School Office
Class 4 – How we make decisions	
Decision making processes and records of decisions. Current and previous three years as a minimum.	
Information to be published	How the information can be obtained
Admissions policy/decisions (not individual admission decisions)	School Office Prospectus Website
Minutes of meetings of the governing body and its committees Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.	School Office
Our policies and procedures	School Office
Class 5 – Our policies and procedures	
Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	
Information to be published	How the information can be obtained
School policies and other documents: This must include, as a minimum, policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. We would expect this information to include the required policies listed on the Department for Education’s website. It will also include policies and procedures for handling information requests. School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	School Office
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	School Office
Equality and diversity This will also include policies, schemes, statements, procedures	School Website

and guidelines relating to equal opportunities.	
Policies and procedures for the recruitment of staff	
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	School Office School Website
Class 6 – Lists and Registers	
Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection).	
Information to be published	How the information can be obtained
Curriculum circulars and statutory instruments	School Office
Disclosure logs	N/A
Asset register	School Office
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School Office
Class 7 – The services we offer	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only, hard copy or website; some information may only be available by inspection.	
Information to be published	How the information can be obtained
Extra-curricular activities	School Office Prospectus Website
Out of school clubs	School Office Prospectus Website
School publications	School Office
Services for which the school is entitled to recover a fee, together with those fees	School Office
Leaflets books and newsletters	School Office Website
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	School Office Prospectus Website