

**St Martin's CE (Aided) Primary School**  
**East End, Newbury, Berkshire RG20 0AF**

**Telephone: 01635 597796**

**E-mail: [adminoffice@st-martins.hants.sch.uk](mailto:adminoffice@st-martins.hants.sch.uk)**

**Headteacher: Mrs K Bartlett**



## **Freedom of Information Policy**

**Status: Draft / Final**

**Date policy produced/reviewed: 29.04.22**

**Policy produced/reviewed by: Headteacher**

**Ratified by the PayPerFin committee of the governing body: 06.05.22**

**Signed:**

**Position:**

**Date of next review: April 2024**

## **St Martin's CE (Aided) Primary School**

### **Our School Vision**

An inclusive, caring, Christian community, which inspires happy, confident and independent children who embrace lifelong learning, with the ambition and determination to achieve their potential. Learners develop the skills, knowledge and self-belief necessary to thrive, today and tomorrow, as global citizens, who strive to make God's world a better place.

### **Freedom of Information Policy**

#### **Publication Scheme on information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

#### **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. To do this we 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
- 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 in paper form. Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

#### **Categories of information published**

The publication scheme guides you to information which we currently publish or which we will publish in the future. This is split into categories of information known as 'classes':

- Class 1 – who we are and what we do
- Class 2 – what we spend and how we spend it
- Class 3 – what are our priorities and how are we doing
- Class 4 – how we make decisions
- Class 5 – our policies and procedures
- Class 6 – lists and registers
- Class 7 – the services we offer

The information available in each class is detailed in Appendix 1.

#### **How to request information**

A significant amount of information is available on our School Website. However if you require a paper version of any of the documents within the scheme, please contact the school office by telephone, letter or e-mail.

Address: St Martin's CE (Aided) Primary School  
East End  
Newbury  
Berkshire  
RG20 0AF

Telephone: 01635 597796

Email: [adminoffice@st-martins.hants.sch.uk](mailto:adminoffice@st-martins.hants.sch.uk)

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”.

All requests for information must be specific in their content, listing the documents required within this scheme. If the information you are looking for is not available via the scheme you can still contact the school to ask if we have it.

We will respond to all requests for information without delay and at the latest within one month of receipt. Where requests are complex or numerous, we may extend the period of compliance by a further two months. If this is the case, we will inform the individual within one month of the receipt of the request and explain why the extension is necessary.

### **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 our school computers on request, a local library or an internet café.

Single copies of information covered by this publication are provided free where their publication is necessary for information purposes, however further copies are chargeable under the terms of this policy. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Photocopy charges are detailed in Appendix 2.

The maximum charge for providing information under the terms of this policy is £450.00 as per the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. If the estimated cost to find the information and prepare the enquiry for release is more than £450.00 then the enquiry can be refused.

### **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 please contact the Headteacher through the school office.

If necessary, please follow the schools complaints policy. If the complaint remains unresolved you may contact 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.

Address: Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF7

Telephone: 01625 545 700

E-mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **Appendix 1: Freedom of Information**

### **Guide to information available from St Martin's CE (Aided) Primary School under the model publication scheme**

#### **Class 1 - Who we are and what we do**

<b>Information to be published</b>	<b>How the information can be obtained</b>
Who's who in the school	School Website
Who's who on the governing body and the basis of their appointment	School Website
Instrument of Government / Articles of Association	School Website
Contact details for the Head teacher and for the governing body, via the school	School Website
Staffing structure	Paper copy available on request
School session times and term dates	School Website
Address of school and contact details, including email address.	School Website

#### **Class 2 – What we spend and how we spend it**

<b>Information to be published</b>	<b>How the information can be obtained</b>
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (current and previous financial year as a minimum)	Paper copy available on request
Annual budget plan and financial statements	Paper copy available on request
Capital funding	Paper copy available on request
Financial audit reports	Paper copy available on request
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Paper copy available on request
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 (for example, a local authority or diocese)	Paper copy available on request
Pay policy	Paper copy available on request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Paper copy available on request
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Paper copy available on request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Paper copy available on request

### Class 3 – What our priorities are and how we are doing

Information to be published	How the information can be obtained
OFSTED report	School Website
SIAMS Report	School Website
School Development Plan	Paper copy available on request
Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	School Website
Performance management policy and procedures adopted by the governing body	Paper copy available on request
Performance data or a direct link to it	School Website
Safeguarding and child protection policy and procedure	School Website

### Class 4 – How we make decisions

Information to be published	How the information can be obtained
Admissions policy	School Website
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Paper copy available on request

### Class 5 – Our policies and procedures

Information to be published	How the information can be obtained
Records management and personal data policies, including: <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>	Paper copy available on request
Charging regimes and policies	Paper copy available on request

### Class 6 – Lists and Registers

Information to be published	How the information can be obtained
Currently maintained lists and registers only (this does not include the attendance register)	Available for inspection
Curriculum circulars and statutory instruments	Available for inspection
Disclosure logs	Available for inspection
Asset register	Available for inspection
Any information the school is currently legally required to hold in publicly available registers	Available for inspection

**Class 7 – The services we offer**

<b>Information to be published</b>	<b>How the information can be obtained</b>
Extra-curricular activities	In the school newsletter Paper copy available on request
Out of school clubs	In the school newsletter Paper copy available on request
Services for which the school is entitled to recover a fee, together with those fees	Paper copy available on request
School publications and leaflets	Paper copy available on request
School newsletter	School Website

## **Appendix 2: Schedule of Charges**

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black and white)	Actual cost 0.44p
	Photocopying/printing @ 4p per sheet (colour)	Actual cost 4.08p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		