

# Thurgoland C. E. School Freedom of Information Publication Scheme



Approved by:

Headteacher Mr D Jordan

Date:11.07.2024

Chair of Governors Mr N Shiggins

Date:11.07.2024

Review date: July 2026

## Freedom of Information Act

**This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Thurgoland CE Primary School 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 at no cost.

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.

### **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Email: [office@thurgolandprimary.org](mailto:office@thurgolandprimary.org)

Tel: 01142883300

Contact Address: Thurgoland C.E. School

Halifax Rd.

Nr. Sheffield

S. Yorks

S35 7AL

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

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)
Who’s who in the school	(hard copy and/or website)
Who’s who on the governing body / board of governors and the basis of their appointment	(hard copy and/or website)
Instrument of Government / Articles of Association	(hard copy and/or website)
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	(hard copy and/or website)
School prospectus (if any)	N/A
Annual Report (if any)	N/A
Staffing structure	(hard copy and/or website)
School session times and term dates	(hard copy and/or website)
Address of school and contact details, including email address.	(hard copy and/or website)
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)
Annual budget plan and financial statements	(hard copy and/or website)
Capital funding	(hard copy and/or website)
Financial audit reports	(hard copy and/or website)
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	(hard copy and/or website)
Procurement and contracts the school has entered into, or information	(hard copy and/or website)

relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	
Pay policy	(hard copy and/or website)
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.	(hard copy and/or website)
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.	(hard copy and/or website)
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	(hard copy and/or website)
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website)
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	(hard copy and/or website)
Performance management policy and procedures adopted by the governing body.	(hard copy and/or website)
Performance data or a direct link to it	(hard copy and/or website)
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	(hard copy and/or website)
Safeguarding and child protection	(hard copy and/or website)

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)
Admissions policy/decisions (not individual admission decisions) – where applicable	(hard copy and/or 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).	(hard copy and/or website)
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	(hard copy or website)
<p>Records management and personal data policies, including:</p> <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>	(hard copy and/or website)
<p>Charging regimes and policies.</p> <p>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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	(hard copy and/or website)
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	(hard copy and/or website)
Disclosure logs	(hard copy and/or website)
Asset register	(hard copy and/or website)



Any information the school is currently legally required to hold in publicly available registers	(hard copy and/or website)
<b>Class 7 – The services we offer</b> (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)
Extra-curricular activities	(hard copy and/or website)
Out of school clubs	(hard copy and/or website)
Services for which the school is entitled to recover a fee, together with those fees	(hard copy and/or website)
School publications, leaflets, books and newsletters	(hard copy and/or website)
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	(hard copy and/or website)