



Thythorn Field
Primary School

Freedom of Information Policy

Adopted By School: June 2022

Review Date: June 2025

Governor Signature:

THYTHORN FIELD PRIMARY SCHOOL FREEDOM OF INFORMATION ACT

A model publication scheme for public authorities, including schools, has been prepared and approved by the Information Commissioner. It has been adopted without modification by Thythorn Field Primary School. This document gives details of the information we publish, how it is available and a schedule of fees.

FREEDOM OF INFORMATION ACT

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 this 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
- To publish any dataset held by the authority that has been requested, any updated versions it holds, unless the authority 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 public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is 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 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 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 time scale. 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 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 packing
- 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 to access to information held by public authorities, justified and are in accordance with a published schedule or schedule 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. 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. Further advice and information is available from the Information Commissioner’s Office, www.ico.gov.uk or telephone 01625 5457453.

Information to be published	How the information can be obtained	Cost
CLASS 1 – WHO ARE WE AND WHAT WE DO (Organisational information, structures, locations and contacts). Current information only		
Who’s who in the school	Members of staff page on website - www.thythornfield.co.uk Hard copy (contact school office)	Free
Who’s who on the governing body and the basis of their appointment	Governing body page on website – www.thythornfield.co.uk Hard copy (contact school office)	Free
Instrument of Government	Hard copy (contact school office)	Free
Contact details for the Head Teacher and for the governing body, via the school (named contacts where possible)	Contact information page and Governing body page on website – www.thythornfield.co.uk Hard copy (contact school office)	Free

School Prospectus	Prospectus section on website – www.thythornfield.co.uk Hard copy (contact school office)	Free
Staffing Structure	Hard copy (contact school office)	Free
School session times and term dates	Prospectus section and term dates pages on website – www.thythornfield.co.uk Hard copy (contact school office)	Free
Address of school and contact details, including email address	Contact information page on website – www.thythornfield.co.uk Hard copy (contact school office)	Free
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 minimum		
Capital funding	Hard copy (contact school office)	Free
Financial audit reports	Hard copy (contact school office)	Free
Pay Policy	Hard copy (contact school office)	Free
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		
School profile (if any) and in all cases: Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	School profile link from website or http://schoolsfinder.direct.gov.uk/8552193.school-profile/ Hard copy (contact school office)	Free
<ul style="list-style-type: none"> • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	http://www.ofsted.gov.uk/oxedu_reports/display/(id)/71547 Hard copy (contact school office) Hard copy (contact school office)	Free
Performance management policy and procedures adopted by the governing body	Hard Copy (contact school office)	Free
Performance data or a direct link to it	Link from website www.thythornfield.co.uk	Free
The school's future plans: for example, proposals for and any consultation on the future of the school such as a change in status	Strategic plan Hard Copy (contact school office)	Free
Safeguarding and child protection	Policies section on the website www.thythornfield.co.uk Hard Copy (contact school office)	Free
CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions. Current and previous three years as a minimum)		
Admissions policy / decisions (not individual admission decisions) where applicable	Link to the local authority admissions policy and information www.thythornfield.co.uk	Free
CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum, these must include policies, procedures and documents that the school is required to have by statute. These will include policies and procedures for handling information requests.		
Records management and personal data policies including: Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies)	Hard Copy (contact school office) Policies section on website www.thythornfield.co.uk	Free
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	Policies section on website www.thythornfield.co.uk Hard copy (contact school office)	Free
CLASS 6 – LISTS AND REGISTERS		

Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Hard copy (contact school office)	Free
Asset register	Inspection by appointment (contact school office)	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection by appointment (contact school office)	Free
CLASS 7 – THE SERVICES WE OFFER (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only		
Extra-Curricular activities	Hard copy (contact school office)	Free
Breakfast and After School Care	Hard copy (contact school office)	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy (contact school office)	Free
School publication, leaflets, books and newsletters	Newsletter on website www.thythornfield.co.uk	Free
	Hard copy (contact school office)	Free

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 or you can visit our website at

www.thythornfield.co.uk

Email: office@thythornfield.leics.sch.uk

Tel: 0116 2889040

Contact Address: Thythorn Field Primary School, Bideford Close, Wigston, Leicester. LE18 2QU

If the information you're looking for isn't available on our website or via the scheme, please contact the office to ask if we have it.