



**To nurture each individual's aspirations and talent**

**To provide outstanding learning experiences and opportunities**

**To promote respect for one another and the environment**

**To encourage collaboration and partnership**

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

<b>Author:</b>	<b>Policy Committee</b>
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<b>Status:</b>	<b>Statutory – The Freedom of Information Act 2000</b>

## **Introduction**

The **Freedom of Information Act 2000 (FOI)** gives the public right of access to information produced in the course of the School's work. There are exemptions to this right. In particular, data about living, identifiable people ('personal data') continues to be covered by the Data Protection Act and is not generally publicly available except to the "subject" of the data - that is, the person whom the data is about.

The Governing Body has responsibility for ensuring that the Academy complies with the FOI.

Farmor's School has produced this Freedom of Information Publication Scheme in accordance with the FOI. Farmor's has adopted the model scheme (schedule 1) for schools and academies approved by the Information Commissioner. This Freedom of Information Publication Scheme lists all the documents which Farmor's School will make public as a matter of routine.

If the information you are looking for is not available via our Freedom of Information Publication Scheme, you can make a request for the information you require in writing.

References to the 'authority' and/or 'public authority' are references to Farmor's school in our Freedom of Information Publication Scheme.

## **Schedule 1**

### **FREEDOM OF INFORMATION ACT PUBLICATION SCHEME FOR ACADEMIES**

This generic 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 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.

## **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.

## **CONTACT DETAILS**

Email            admin@farmors.gloucs.sch.uk  
Tel:              01285 712302  
Fax:              01285 713504

Address: Farmor's School  
The Park  
Leafield Road  
Fairford  
Gloucestershire  
GL7 4JQ

**THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE  
MADE AVAILABLE**

For academies, this model publication scheme is best complied with by following the suggested table below (Annex 1), which identifies the information which meets the requirements of the Information Commissioner.

**Annex 1**  
**Guide to information available from Farmor's School under the Freedom of Information Publication Scheme**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>CLASS 1: WHO WE ARE AND WHAT WE DO</b>		
Who's who in the school	Hard Copy	No Charge
Governing body, basis of their appointment and method of contact	School Website	Free
Articles of Association	School Website	Free
School Prospectus and Sixth Form Prospectus	School Website	Free
School session times and term dates	School Website	Free
Location and key contact info	School Website	Free
<b>CLASS 2: WHAT WE SPEND AND HOW WE SPEND IT</b>		
Annual budget plan	Hard Copy	See Charges
Audited financial statements	School Website	Free
Capital funding	Hard Copy	See Charges
Additional funding	Hard Copy	See Charges
Procurement and contracts	Hard Copy	See Charges
Pay policy	Hard Copy	See Charges
Staffing and grading structure	Hard Copy	See Charges

<b>CLASS 3: WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		
Government supplied performance data	Hard Copy	See Charges
Latest Ofsted report, including full report	School Website	Free
Performance management policy and procedures adopted by governing body	School Website	Free
Every Child matters / child protection	School Website	Free
<b>CLASS 4: HOW WE MAKE DECISIONS</b>		
Admissions policy	School Website	Free
Minutes of meetings of full governing body	Hard Copy	See Charges
Committee terms of reference	Hard Copy	See Charges
<b>CLASS 5: OUR POLICIES AND DECISIONS</b>		
School policies (other)	School website	Free
Pupil and curriculum policies	School website	Free
Record management & personal data policies	School website	Free
Equity and diversity	School website	Free
Policies and procedures for recruitment of staff	Hard Copy	See Charges
Charging regimes and policies	School Website	Free
<b>CLASS 6: LIST AND REGISTERS</b>		
Curriculum circulars and statutory instruments	Department of Education website	
<b>CLASS 7: THE SERVICES WE OFFER</b>		
School publications e.g. Focus on Farmor's	School Website	Free



Services for which the school is entitled to recover a fee, together with those fees	School Website	Free
Extra curricular activities and after school clubs	School Website	Free
Leaflets and newsletters	Hardcopy or website	Free

### Schedule of Charges

Types of Charge	Description	Basis of Charge
<b>Disbursement cost</b>	Photocopying/printing at 5p per sheet (black & white)	Actual Cost
	Photocopying/printing at 15p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

### **PAYING FOR INFORMATION**

Information published on the school website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge
- Requires a priced item e.g. some printed publication or video.

In such instances, you will be notified in advance.