



Approved by Governing Body: June 2024

Biennial Review – publication on school website

Next Review: Summer 2026

## St Andrew's CE Primary School Much Hadham



**'Life in All Its Fullness – Come and See' John 10:10, 1:39**



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

#### **What is a Publication Scheme?**

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our school to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the *Re-use of Public Sector Information Regulations (2015)*)
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the Academy is the only owner

#### **Classes of information**

There are 7 classes of information we hold:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how we are doing?
- How we make decisions
- Our policies and procedures
- Lists and Registers
- The services we offer

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, or notes, documents in older versions, emails or other correspondence.
- 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.

### **Making information available**

We will aim to provide as much information as possible on our school website. Where it is impracticable to make information available on the 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, please contact the school office. We will arrange an appointment to view the information 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 we are legally required to translate any information, we will do so.

Our 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.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the greatest 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 law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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 FOI Section 11B, or with other statutory powers of the school.

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 and contact**

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.

If you have a request for information, please contact the School at [admin@standrews236.herts.sch.uk](mailto:admin@standrews236.herts.sch.uk) or our Data Protection Officer [dpo@standrews236.sch.uk](mailto:dpo@standrews236.sch.uk)

## **Feedback**

*We welcome any comments or suggestions you may have regarding this scheme.*

*If you require further assistance then initially this should be addressed to the Headteacher using the following contact details:*

*Email: **admin@standrews236.herts.sch.uk***

*Tel: **01279 842626***

*Contact Address:*

**St Andrew's CE Primary School, Tower Hill, Much Hadham, Herts SG10 6DL**

*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:*

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

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

## Guide to information

The information we publish within each of the seven ICO classes of information is detailed below, along with information about how this information is made available.

<b>Class of Information</b>	<b>What we publish</b>	<b>Availability</b>
Who we are and what we do	Organisational information, locations and contacts, governance information. SEND Information Report.	Website
What we spend and how we spend it	Annual accounts, Sports Premium Grant, Pupil Premium Grant, Financial Benchmarking Information	Website and School Office
What our priorities are and how we are doing	Accessibility Plan, Policies, Equality Duty. Ofsted reports. SIAMS reports. KS2 statutory testing results. Year 1 Phonics Screen results. EYFS GLD.	Website and School Office
How we make decisions	Governing Body minutes and information. Policies and Procedures.	Website and School Office
Our policies and Procedures	Curriculum Policies, Finance Policies, Admission Policies, Child Protection Polices, Health and Safety Policies etc.	Website and Office
Lists and Registers	We maintain but do not publish registers of students. Staff list and responsibilities on website	Website
The services we offer	End Point Curriculum Documents. School Newsletter and website for information.	Website and School Office