Produced by:	Operations Director
Responsible Governors' Committee:	Health, Safety and Premises
Last amended/reviewed:	May 2021
Approved by Governors:	07.06.2021
Due for review:	Summer 2023

Crofton School Publication Scheme (based on ICO Model publication scheme)

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 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.
- To publish any dataset held by the authority that has been requested, and 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 full list of information published, and its availability is contained in **Appendix 1 'Guide to Crofton School Publication Scheme'.**

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.

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.

How to request information

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.

If you require a paper version of any of the documents within the scheme, please contact the School Operations Director by telephone, email, fax or letter. Contact details are set out below, or you can visit our website at www.croftonschool.co.uk

Email: jhickey@croftonschool.co.uk

Tel: 01329 666 828 Fax: 01329 668525

Address: Crofton School, Marks Road, Stubbington, Fareham, Hants, PO14 2AT.

To help us process your request quickly, please clearly mark any correspondence “Publication Scheme Request”. We aim to provide the requested information within 10 working days.

If the information you are looking for is not available via the scheme or on our website you can still contact the Operations Director to ask if we have it.

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 or wish to make a complaint then initially this should be addressed to The Headteacher.

If you are not satisfied with the assistance that you receive, or if we have not been able to resolve your complaint, and you feel that a formal complaint needs to be made, then this would 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.

Or

Enquiry/Information Line: 0303 123 1113

Email: registration@ico.org.uk

Website: https://ico.org.uk

Appendix 1

Guide to information available from Crofton School under the Freedom of Information Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1: WHO WE ARE AND WHAT WE DO		
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	School Website	Free
School session times and term dates	School Website	Free
Location and key contact info School	Website	Free
CLASS 2: WHAT WE SPEND AND HOW WE SPEND IT		
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
CLASS 3: WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
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
Safeguarding and Child Protection	School Website	Free

CLASS 4: HOW WE MAKE DECISIONS		
Admissions policy	School Website	Free
Minutes of meetings of full governing body	Hard Copy	See Charges
Committee terms of reference	Hard Copy	See Charges
CLASS 5: OUR POLICIES AND DECISIONS		
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
CLASS 6: LIST AND REGISTERS		
Curriculum circulars and statutory instruments	Department of Education website	
CLASS 7: THE SERVICES WE OFFER		
School publications	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	Website	Free

Schedule of Charges Types of Charge	Description	Basis of Charge
Disbursement cost	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 2nd class	**Statutory Fee**	In accordance with the relevant legislation

Paying for information

Information published on the school website is free. Single hard copies of information covered by this publication, and available on the website copies 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.