

Maple Cross JMI & Nursery School

DENHAM WAY • MAPLE CROSS • RICKMANSWORTH • HERTFORDSHIRE • WD3 9SS

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Care and Achieve



Freedom of Information Policy, Publication Scheme and Guide

	Signed	Date
(1): Autumn 2017 (adopted)	<i>A. Erasmus</i>	<i>Sep '17</i>
(2): Autumn 2018 (18/19 review)	<i>A. Erasmus</i>	<i>Sep '18</i>
No change to Model Publication Scheme or the Template guide to information for schools. New section 45 code of practice issued but guidance has not yet been released and so far no impact to the reference we have used.		
(3):		

Scheme – The ICO's Model publication scheme, Version 1.2 (20151023, i.e. 2015-10-23)

Guide - Based on Based on the ICO's Template guide to information for schools, Version 3, (20130830, i.e. 2013-08-30)

Policy

1. Aims

Maple Cross JMI & Nursery School is committed to the Freedom of Information Act and which includes Schools. We are committed to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our framework for managing requests.

Under the Freedom of Information Act, any person has a legal right to ask for access to information held by us. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

The information we routinely make available to the public is included in the Publication Scheme (See Appendix 1). Requests for other information are dealt with in accordance with statutory guidance. While the act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

2. Policy Statement

Maple Cross JMI & Nursery School will meet its obligations to respond to all valid requests for information and will supply the requested information, subject to the application of the legal exemptions. This policy outlines our approach and the way in which requests will be managed and will be reviewed every two years or as required in order to meet legislative or other prescribed changes.

3. Introduction

The Freedom of Information Act is intended to create a culture of transparency and openness and to promote the accountability of organisations that are responsible for the spending of public money.

Maple Cross JMI & Nursery School recognises this intention and has introduced this policy to ensure it meets its legal obligations. This policy, therefore, relates to all information held by Maple Cross JMI & Nursery School and its staff and contractors associated with the school.

4. Other Relevant Legislation

Whilst this policy primarily addresses the requirements of the Freedom of Information Act, the principles of the policy will apply to certain other requests.

Requests made by an individual for their own personal information will be covered and dealt with as a subject access request under the Data Protection Act.

Requests for environmental information, including information relating to air, water, land, the natural or built environment and any factors or measures that affect these, will be covered and dealt with under the Environmental Information Regulations.

5. Publication Scheme

Maple Cross JMI & Nursery School has adopted the Model Publication Scheme as approved by the Information Commissioner. (See Appendix 1)

6. Dealing with Requests

Making a Request

Requests can be made by anybody and for any information that may be held by the School. Requests should be made by post or e-mail using the Data Request Form given in Appendix 3.

We are required under the Act to respond to requests promptly, with a time limit acting as the longest time we can take. Under the Act, most public authorities may take up to 20 working days to respond, counting the first working day after the request is received by us as the first day. For schools, however, the standard time limit is 20 school days, or 60 working days if this is shorter.

A working day means any day other than a Saturday, Sunday, public holiday and bank holiday.

Interpreting and clarifying requests

We are required to interpret information requests objectively and impartially. We may therefore sometimes need to ask for clarification of the request.

Refusing a Request

The Act allows a request to be refused under a range of circumstances. These include exceeding cost limits and repeated or vexatious requests. The ICO website should be consulted for current information.

The current cost limit (Sep'17) for complying with a request or a linked series of requests from the same person or group is set at an estimated cost of £450 for public authorities such as a schools.

7. Charges

The three information regimes (Freedom of Information Act, Data Protection Act and Environmental Information Regulations) contain different provisions that permit charges to be made for responding to information requests. We may charge a fee for complying with requests, as calculated in accordance with the Freedom of Information Act. If a Freedom of Information charge is to be made, we will give written notice to the applicant, and expect payment, before supplying the information requested.

Our charging scheme is listed at the end of Appendix 2.

8. Complaints

Any complaints about Freedom of Information requests or requests for internal reviews will be dealt with by the Headteacher. We will aim to respond to all complaints within twenty working days as recommended by the Information Commissioner.

If the school's original decision is upheld, then we have a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Appeals should be made in writing to:
Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Appendix 1: Publication Scheme



Model publication scheme

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

Model publication scheme
Version 1.2
20151023

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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 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.

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.

Appendix 2: Guide to Information Available under the Maple Cross JMI & Nursery School Publication Scheme

The Freedom of Information Act (FOIA) requires all schools to adopt and maintain a publication scheme. This Guide is published by Maple Cross JMI & Nursery School to show the method by which specific information will be available so that it can be easily identified and accessed by members of the public.

Information that is not listed in the guide can still be requested and should be made available unless it can be legitimately withheld.

Charges may be made for activities such as printing, photocopying and postage as well as information for which the school is legally authorised to charge. Anyone requesting information will be informed of any charge, and requested to pay it, before the information is provided. The charge scheme is listed at the end of this appendix.

Information to be published

Please note, our school website address is www.maplecross.herts.sch.uk.

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts.) <i>This will be current information only</i>	What	Where
Who's who in the school	Teaching & Learning Staff Support Staff	School website
Who's who on the governing body and the basis of their appointment	Governing Body	School website
Instrument of Government	Instrument of Government	On request
Contact details for the school, Head teacher and for the governing body (via the school)	Location Postal Address Email Addresses Phone number	School website

School prospectus	Our Ethos & Values Our Performance & Ofsted results Admissions Arrangements Current Curriculum	School Website
School session times, holidays and term dates	Available	School Website

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 a minimum.	What	Where
Annual budget plan and financial statements	Previous Year Current Year	Website On request
Financial audit reports	Latest Audit Report	On request
Pay policy	Pay and Performance Policies	On request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governors' Allowance Policy	Website

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.	What	Where
School profile <ul style="list-style-type: none"> • Performance data from DfE • The latest Ofsted Inspectorate report 	Link to DfE website Link to Ofsted website	Website
Performance data or a direct link to it	SATs Results Link to Ofsted performance tables	Website
Safeguarding and child protection – policies and procedures on safeguarding and promoting the welfare of children	Polices Procedures Guidance	Website/On request

Class 4 – How we make decisions	What	Where
Decision making processes and records of decisions. Current and previous three years as a minimum.		
Admissions policy/decisions (not individual admission decisions)	Link to Hertfordshire Primary Admissions criteria Nursery Admissions Policy	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).	Agendas, minutes and supporting documents	On request

Class 5 – Our policies and procedures	What	Where
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.		
School policies & Procedures	Including, but not limited to, <ul style="list-style-type: none"> • Child Protection • Health & Safety • Whistleblowing • Equality Scheme • Pay and Performance • Recruitment • Conduct, Discipline & Grievance • Charging & Remissions • Finance • Pupil Attendance 	Website/On request

Class 6 – Lists and Registers	What	Where
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars	Curriculum maps	Website
Asset register	Asset register	Inspection only

Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	What	Where
Extra-curricular activities	Current Clubs List	Website
Out of school clubs	Current Clubs List	Website
Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters	School Newsletter Nursery & Reception Newsletters Breakfast Club Leaflet	Website

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost of paper plus cost of copy/print from Photocopier contract
	Photocopying/printing @ 5p per sheet (colour)	Actual cost of paper plus cost of copy/print from Photocopier contract
	Postage – dependant on weight and size	Royal Mail standard 2 nd class (or as per alternate means if requested)
Statutory Fee	In accordance with the relevant legislation where applicable	
Other	Staff Costs - £25/hour (regardless of member of staff carrying out the task)	As per FOIA regulations, but only when applicable

Appendix 3: Request Form

This form can be sent by email or posted to the addresses at the bottom of the form. You do not have to use this form to make your request but it will help us deal with your request as promptly as possible if you do. If you prefer, you can make your request by letter or email.

Acknowledgement of requests:

The school will acknowledge all requests. If you do not receive an acknowledgement in a time frame appropriate to your method of request, (especially if your request was made by e-mail as we use the Hertfordshire e-mail service which contains a very strong 'spam' filter), please query this with the school office by phone (01923 773189, option4).



Freedom of Information – Request Form

Applicant name:	Date:
Address:	
Email address:	
<i>(at least one of the above (address or email) must be provided for contact purposes)</i>	
Phone number (optional):	
Description of the information you seek:	
Any other details that may help us to identify and locate the information:	

In what format would you prefer to receive the information (insert a ✓)?
(We will try to meet your wishes as best we can)

Paper copy Electronic copy
Pre-arranged personal inspection

Any special requirements:

Send this form by post or email to:
The Headteacher
Maple Cross JMI & Nursery School, Denham Way, Maple Cross, Rickmansworth WD3 9SS
or admin@maplecross.herts.sch.uk