

# Freedom of Information Policy & Publication Scheme

Robins Lane Primary School  
School Policy



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High

# Freedom of Information Policy & Publication Scheme

This is Robins Lane Primary Schools' Publication Scheme on information available under the Freedom of Information Act 2000

*The governing body is responsible for maintenance of this scheme.*

## 1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Robins Lane Primary School 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 Robins Lane Primary School.

The scheme commits Robins Lane Primary School to;

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- Specify the information which is held by the school and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the school makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

## 2. Classes of information

### 2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

### 2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### 2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

### 2.4 How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### 2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

### 2.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### 2.7 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.

## 3. The method by which information is published under this scheme will be made available

The school 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 the school, information will be provided on our 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, 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, 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.

#### **4. Charges which may be made for information publish 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 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 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.

#### **5. 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.

#### **6. Contact details**

If you require a paper version of any information, or want to ask whether information is available, please contact the school by telephone, email or letter. Contact details are below;

Email: [robinslane@sthelens.org.uk](mailto:robinslane@sthelens.org.uk)

Website: [www.robinslane.co.uk](http://www.robinslane.co.uk)

Telephone: 01744 678503

Address: Robins Lane Primary School, Kinmel Street, St Helens, WA9 3NF

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

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

## FREEDOM OF INFORMATION

Guide to information available from Robins Lane Primary School under the model publication scheme.

Information to be published	How the information can be obtained (hard copy of website; some information may only be available by inspection)	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Website/Hard copy by request	Nil/Actual cost
Who's who on the Governing Body and the basis of their appointment	Website/Hard copy by request	Nil/Actual cost
Instrument of Government	Website/Hard copy by request	Nil/Actual cost
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address)	Website/Hard copy by request	Nil/Actual cost
School prospectus	Website/Hard copy by request	Nil/Actual cost
Location and contact information	Website/Hard copy by request	Nil/Actual cost
School session times and term dates	Website/Hard copy by request	Nil/Actual cost
Curriculum description	Website/Hard copy by request	Nil/Actual cost
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous two financial years as a minimum		
Annual budget plan and financial statements	Hard copy by request	Actual cost
Capital funding	Hard copy by request	Actual cost
Financial audit reports	Hard copy by request	Actual cost
Procurement and contracts	Hard copy by request	Actual cost
Pay policy	Hard copy by request	Actual cost
Staff allowances and expenses	Hard copy by request	Actual cost
Staff pay and grading structures	Hard copy by request	Actual cost
Governors' allowances	Hard copy by request	Actual cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile; <ul style="list-style-type: none"> <li>Performance data supplied to the English Government or a direct link to the data</li> <li>The latest Ofsted summary / full report</li> <li>Post-inspection action plan</li> </ul>	Website/Hard copy by request  Website/Hard copy by request Hard copy by request	Nil/Actual cost  Nil/Actual cost Actual cost
Performance management policy and procedures adopted by the Governing Body	Hard copy by request	Actual cost

The schools' future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website/Hard copy by request	Nil/Actual cost
Safeguarding and child protection policy and procedures	Website/Hard copy by request	Nil/Actual cost
<b>Class 4 – How we make decisions</b> (Decision-making processes and records of decisions) Current and previous three-years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website/Hard copy by request	Nil/Actual cost
Agendas and minutes of meetings of the Governing Body (Note; this will exclude information that is properly regarded as private to the meetings – Part 2)	Hard copy by request	Actual cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including; <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Pupil and curriculum policies, including;               <ul style="list-style-type: none"> <li>➢ RSE policy</li> <li>➢ SEND policy</li> <li>➢ Behaviour and Attendance policy</li> </ul> </li> </ul>	Website/Hard copy by request Hard copy by request Website/Hard copy by request Website/Hard copy by request	Nil/Actual cost Actual cost Nil/Actual cost Nil/Actual cost
Staff discipline and grievance policy	Hard copy by request	Actual cost
Staff recruitment policy	Hard copy by request	Actual cost
Staffing structure implementation plan	Hard copy by request	Actual cost
Equality policy	Website/Hard copy by request	Nil/Actual cost
Records management and personal data policies, including; <ul style="list-style-type: none"> <li>• Information security policy</li> <li>• Records retention, destruction and archive policies</li> <li>• Data Protection</li> <li>• Freedom of Information Publication Scheme</li> </ul>	Hard copy by request Hard copy by request Website/Hard copy by request Website/Hard copy by request	Actual cost Actual cost Nil/Actual cost Nil/Actual cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only <b>not including attendance registers</b>		
Curriculum circulars and statutory instruments	DfE website/Hard copy by inspection	Nil/Actual cost
Disclosure logs	Available by inspection	Nil
Asset register	Available by inspection	Nil
Any information the school is currently legally required to hold in publicly available registers	Available by inspection	Nil
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		

Extra-curricular activities	Website/Hard copy by request	Nil/Actual cost
School publications	Website/Hard copy by request	Nil/Actual cost
Services for which the school is entitled to recover a fee, together with those fees	Website/Hard copy by request	Nil/Actual cost
Leaflets, books and newsletters	Website/Hard copy by request	Nil/Actual cost

**Contact details:**

Robins Lane Primary School, Kinmel Street, St Helens, WA9 3NF  
Email: [robinslane@sthelens.org.uk](mailto:robinslane@sthelens.org.uk)  
Website: [www.robinslane.co.uk](http://www.robinslane.co.uk)  
Telephone: 01744 678503

Department for Education website: [www.dfe.gov.uk](http://www.dfe.gov.uk)  
Ofsted website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

**SCHEDULE OF CHARGES**

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

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost
	Photocopying/printing @ 6p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee		In accordance with the relevant legislation