

	Title	Freedom of Information Publication Scheme
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	Owner	Headteacher
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Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

Where the school or staff are referred to, the policy and the following procedures apply to all staff working for Corbets Tey School on all sites.

Version Control

Version	Date	Author	Description of Change
1	20/01/2022	Data Protection Enterprise Ltd www.dataprotectionenterprise.co.uk	New Policy

Introduction

The Freedom of Information Act 2000 (FOIA) requires the School to adopt and maintain a publication scheme so that information can be easily identified and accessed by members of the public.

In this guide you can view the available information, where it can be obtained and if there is a charge. Please take a look at the publication scheme and the information on the website before making a freedom of information request, to see whether the information you require is included. If the information you wish to see is not included in the scheme you are still able to make a request under general right of access.

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into classes of information:

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

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Written Requests

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 we are unable to provide the information requested, we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to bring the costs within the cost limit.

Publication Scheme

Guide to information available from Corbets Tey school under the model publication scheme.

Class 1 - Who we are and what we do (organisational information, structures, locations and contacts)		
Information Requested	Available From	Charge
Who's who in the School	Website	Free
Who's who on the governing body/board of governors and the basis of their appointment	Website	Free
Instrument of Government/Articles of Association	Website	Free
	Hard Copy – Contact School	20p/sheet
School Prospectus and Curriculum	Website	Free
	Hard Copy – Contact School	20p/sheet
Annual Report	Website	Free
School session times and term dates	Website	Free
Address of the school and contact information	Website	Free

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)		
Information Requested	Available From	Charge
Annual budget plan and financial statements	Website	Free
	Hard Copy – Contact School	20p/sheet
Capital Funding	Website	Free
	Hard Copy – Contact School	20p/sheet
Financial audit reports	Website	Free
	Hard Copy – Contact School	20p/sheet
Details of expenditure items over £2,000	Website	Free
	Hard Copy – Contact School	20p/sheet
Procurement and Contracts	Contact School	Free
	Hard Copy	20p/sheet
Pay Policy	On request – Contact School	Free
	Hard Copy	20p/sheet
Staff allowances and expenses	On request – Contact School	Free
	Hard Copy	20p/sheet
Staffing, pay and grading structure	On request – Contact School	Free
	Hard Copy	20p/sheet
Governors' allowances, total payments	On request – Contact School	Free
	Hard Copy	20p/sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

Information Requested	Available From	Charge
Strategy and performance information	Website	Free
	Hard Copy – Contact School	20p/sheet
The school's future plans (proposals for and any consultation on the future of the School, such as a change in status Safeguarding and young person protection)	Website	Free
Assessments	Website	Free
	Hard Copy – Contact School	20p/sheet
Inspections and reviews	Website	Free

Class 4 – How we make decisions (Decision making processes and records of decisions)

Information Requested	Available From	Charge
Admissions Policy/Decisions (not individual admission decisions)	Website	Free
	Hard Copy – Contact School	20p/sheet
Agendas and minutes of meetings of the governing body and its committees (This will exclude information that is properly regarded as private to the meetings)	Website	Free

Class 5 – Our Policies and Procedures (Current protocols, policies and procedures for delivering our services and responsibilities)

Information Requested	Available From	Charge
Policies	Website	Free
Charging regimes	Website	Free

Class 6 – Lists and Registers (Currently maintained lists and registers only (this does not include the attendance register).

Information Requested	Available From	Charge
Curriculum circulars and statutory instruments	On request - Contact School	Free
FOI Disclosure Logs	On request - Contact School	Free
Asset Register	On request – Contact School	Free
Any information the school is currently legally required to hold in publicly available registers	On request – Contact School	Free
	Hard Copy	20p/sheet

Class 7 – The Services we Offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information Requested	Available From	Charge
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications, leaflets, books and newsletters	Website	Free

The classes of information will not generally include:

- Information on 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.

Charges for Information

Information that is provided through our websites will be free of charge.

For requests made that require charges, a confirmation of payment due will be provided before the requested information is fulfilled. We reserve the right to request payment before furnishing the requestee, with the information petitioned

The time allowed for us to provide the information (20 working days) does not include the period between the issuing of the fees notice and the receipt of the payment.

Charges may be made for:	
Service	Charge
Photocopying/printing (black and white)	20p/page
Photocopying/printing (colour)	40p/page
Postage	Actual cost of Royal Mail Standard 2 nd class
Letters (i.e for the Home Office)	£10 per letter/request
Passport Applicants	

The method by which information published under this scheme will be made available

Corbets Tey 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 Corbets Tey 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.

Contact details

Schools Freedom of Information Officer

Our Freedom of information Officer can be contacted for Hard copy requests and additional questions.

Contact details are set out below or you can visit our school website at www.corbetsteyschool.org.uk

Email: dpo@corbetstey.havering.sch.uk

Tel: **01708 225888**

Contact Address: **Harwood Hall Lane, Upminster, Essex, RM14 2YQ.**

Additional information

For further information please see the Freedom of Information Policy on the School website.

Additional information is available on the Information Commissioner's website. You can also contact the information Commissioner's Office:

By Phone: 0303 123 1113

01625 54 57 45

By Email: please use the online [enquiry form](#) on our website

Website: www.ico.gov.uk