



# Freedom of Information Act Model Publication Scheme

Information Governance (IG) Services.

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## Freedom of Information Act Model Publication Scheme

### Rationale

The model publication scheme has been prepared and approved by the Information Commissioners Office. Jesson's CE Primary School can adopt the Model Publication Scheme without modification and without further approval and will be valid until further notice.

This publication scheme commits Jesson's CE 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 Jesson's CE Primary School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioners Office.

### What does the Model Publication Scheme commit the School to?

The scheme commits Jesson's CE Primary School

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Jesson's CE Primary School and falls within the classifications below.
- To specify the information which is held by Jesson's CE Primary School 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 Jesson's CE Primary School 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 Jesson's CE Primary School that has been requested, and any updated versions it holds, unless Jesson's CE Primary School 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 Jesson's CE Primary School 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.

## Classes of Information

Description	Content
<b>Who we are and what we do</b>	Organisational information, locations and contacts, constitutional and legal governance
<b>What we spend and how we spend it</b>	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
<b>What our priorities are and how we are doing</b>	Strategy and performance information, plans, assessments, inspections and reviews
<b>How we make decisions</b>	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
<b>Our policies and procedures</b>	Current written protocols for delivering our functions and responsibilities
<b>Lists and registers</b>	Information held in registers required by law and other lists and registers relating to the functions of the authority
<b>The services we offer</b>	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 available

Jesson's CE Primary 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 [insert name of school], 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, Jesson's CE Primary School 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 Jesson's CE Primary School 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 Jesson's CE Primary 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 Jesson's CE Primary School, 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.

## Version Control

This policy will be evaluated on a regular basis with **Review Date October 2022 next review October 2023**

## Further information

For further information, please contact Mrs C Robottom,  
[crowbottom@jessons.dudleys.ch.uk](mailto:crowbottom@jessons.dudleys.ch.uk) 01384 816825

YourIG Data Protection Officer Service  
Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ

Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk) tel: 01384 815607

## Additional guidance

This can be found via the following links:

ICO guide to [What information do we need to publish?](#)

ICO guide to [Model publication scheme: Using the definition documents](#)

ICO guide to [ICO's publication scheme compliance](#)

## Appendix 1 Publication Scheme

<b>Information to be published. This includes datasets where applicable</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only	Hard Copy and Website	£0.00
Who's who in the school	Website	£0.00
Who's who on the governing body/board of governors and the basis of their appointment	Website Governor Hub	£0.00
Instrument of Government / Articles of Association	Hard Copy Governor Hub	£0.00
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Web Site	£0.00
School prospectus (if any)	Hard copy Website	£0.00
Annual Report (if any)	N/A	
Staffing structure	Website Hard Copy	£0.00
School session times and term dates	Website Hard Copy	£0.00
Address of school and contact details, including email address	Website Hard Copy	£0.00
<b>Class 2 – What we spend and how we spend it</b>	Hard Copy Website	£0.00



(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard Copy	£0.00
Capital funding	Website/ hard Copy	£0.00
Financial audit reports	Hard Copy	£0.00
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy	£0.00
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a LA or diocese)	Hard copy	£0.00
Pay policy	Hard copy	£0.00
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard Copy	£0.00
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (SLT or equivalent as above) in bands of £10,000; for more junior posts, by salary range	Hard Copy	£0.00
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy	£0.00
<b>Class 3 – What our priorities are and how we are doing</b>	Hard Copy/ Website	£0.00

(Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum		
School profile (if any). And in all cases: <ul style="list-style-type: none"> <li>▪ Performance data supplied to the English or a direct link to the data</li> <li>▪ The latest Ofsted Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>▪ Post-inspection action plan</li> </ul>	Website	£0.00
Performance management policy and procedures adopted by the governing body	Hard Copy	£0.00
Performance data or a direct link to it		
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy	£0.00
Safeguarding and child protection	Website / Hard Copy	£0.00

Class 4 – How we make decisions	Hard Copy	£0.00
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(Decision making processes and records of decisions). Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website / Hard Copy	£0.00
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)	Hard Copy	£0.00

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. These will include policies and procedures for handling information requests</p>	Website	£0.00
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>▪ Information security policies</li> <li>▪ Records retention, destruction and archive policies</li> <li>▪ Data protection (including information sharing policies)</li> </ul>	Website	£0.00
<p>Charging regimes and policies. This should include details of any statutory charging regimes.</p> <p>Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	Website	£0.00
<p><b>Class 6 – Lists and Registers</b></p>	Hard copy / visual inspection	£0.00

Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Website	£0.00
Disclosure logs	Hard Copy	£0.00
Asset register	Hard Copy / available by inspection	£0.00
Any information the school is currently legally required to hold in publicly available registers	Website	£0.00

<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	Hhard copy or website and some information may only be available by inspection	£0.00
Extra-curricular activities	Website / Hard Copy	£0.00
Out of school clubs	Website / hard Copy	£0.00
Services for which the school is entitled to recover a fee, together with those fees	Website	£0.00
School publications, leaflets, books and newsletters	Website / Hard Copy	£0.00

## 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 @ price per sheet (black & white)	Actual cost *
	Photocopying/printing @ price 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

\* the actual cost incurred by the public authority