



Cleves School  
Learning Together

# **FREEDOM OF INFORMATION PUBLICATION SCHEME**

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### Introduction

The Freedom of Information Act 2000 (FOIA) requires that public authorities, including academies and maintained schools, should be clear and proactive about the information they will make publicly available through the production of a publication scheme.

### Freedom of information publication scheme

Cleves School has adopted the model publication scheme prepared and approved by the Information Commissioner. This is reproduced in Appendix I of this document and can be viewed in its original form at

[http://ico.org.uk/for\\_organisations/freedom\\_of\\_information/guide/~media/documents/library/Freedom\\_of\\_Information/Detailed\\_specialist\\_guides/model-publication-scheme.pdf](http://ico.org.uk/for_organisations/freedom_of_information/guide/~media/documents/library/Freedom_of_Information/Detailed_specialist_guides/model-publication-scheme.pdf)

### Classes of information published

The publication scheme specifies 7 categorisations or 'classes' of information:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

### Information guide

Appendix II contains a guide to information that Cleves School makes available under these 7 classes, how this information can be obtained, and whether any charges will apply.

### How to request information

If a paper copy of any of the documents within the scheme is required, the enquirer should contact the school by letter, email, or fax, stating their name and correspondence address, and describing the information required. Contact details are as follows:

Postal address: Cleves School, Oatlands Avenue, Weybridge KT13 9TS

Email: [info@cleves.co.uk](mailto:info@cleves.co.uk)

To assist in processing requests quickly, correspondence should be marked "Publication Scheme Request". Requests will be dealt with within 20 days (excluding school holidays)

Some information may only be available for inspection; in this case an appointment must be made in advance.

**Charging for information requests**

Information which is published and accessed on the school's website will be provided free of charge.

Charges may be made if we have to do a significant amount of photocopying or printing. We also reserve the right to charge postal costs.

Photocopying is charged at 2p per copy (monochrome) and 14p per copy (colour).

Postage is charged at Royal Mail 2<sup>nd</sup> class rates.

If we do need to make a charge we will notify the enquirer before proceeding with their request.

**Information which cannot be made public**

Some information, including personal data, will not be made available under this publication scheme. This includes information which is protected from disclosure by law, information in draft form and information that is no longer readily available, for example where it is contained in files which have been placed in archive storage.

**Monitoring and review**

The publication scheme covers information already published and information that is to be published in the future. Periodic reviews of our publishable material will be conducted, at least every 2 years, to ensure that the information guide in Appendix II remains up to date.

The model publication scheme will be updated if any changes are made by the ICO.

**Appendix I**  
**Model Publication Scheme (ICO)**

Freedom of Information Act

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 a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are 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.

**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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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 II**

Freedom of Information

**Guide to information available from Cleves School under the model publication scheme**

We attempt to make as much of our published information as possible available on our website. Where hard copy is specified below there will not normally be any charge made for providing a copy of the document. Charges will only be made if multiple copies are requested or, in the case of Governing Body meeting minutes, if the minutes of several meetings are requested.

Information to be published	How to obtain the information
<b>Class 1: Who we are and what we do</b> (organisational information, structures, locations and contacts)	
<b>Current information:</b>	
Who's who in the school	Website
Who's who on the Governing Body and the basis of their approval	Website
Articles of association	Hard copy
Funding agreement	Hard copy
Contact details for the headteacher and for the governing body	Website
School prospectus	Website or hard copy
Staffing structure	Website or hard copy
School session times and term dates	Website
<b>Class 2: What we spend and how we spend it</b> (financial information relating to actual and projected income and expenditure)	
<b>Current and previous financial years:</b>	
Annual budget plan and financial statements	Hard copy
Previous year annual report and accounts	Website - also available on Companies House website
Financial regulations	Hard copy
Capital expenditure and funding	Hard copy
Projects and procurement	Hard copy
Pay policy	Hard copy
<b>Class 3: What our priorities are and how we are doing</b> (strategies and plans, performance indicators, audits, inspections and reviews)	
<b>Current information:</b>	
Government supplied data including the latest Ofsted report and attainment data	Website or hard copy
School development plan	Hard copy
Audit findings report (previous financial year)	Hard copy
Performance management policy and procedures adopted by the Governing Body	

<b>Class 4: How we make decisions</b> (decision making processes and records of decisions) <b>Current and previous 3 years information:</b>	
Admissions policy / decisions (not individual admission decisions)	Website or hard copy
Agendas of Governing Body meetings and committee meetings	Hard copy
Minutes of Governing Body meetings and committee meetings (excluding information that is properly noted as confidential to the meetings)	Hard copy
<b>Class 5: Our policies and procedures</b> (current written protocols, policies and procedures for delivering our functions and responsibilities) <b>Current information:</b>	
School policies, including: Charging and remissions policy Data protection policy Health and safety policy Freedom of information publication scheme Complaints procedure Gifts and hospitality policy	Website or hard copy
Employment related policies, including: Safer recruitment policy Pay policy Performance appraisal policy Staff capability policy Disciplinary and grievance policies / procedures Staff expenses policy	Website or hard copy
Pupil and curriculum policies, including: Home – school agreement Behaviour policy Sex and relationships policy SEND Policy Accessibility plan Child protection policy / procedures Collective Worship	Website or hard copy
<b>Class 6: Lists and registers</b> (Information held in registers required by law and other lists and registers relating to our functions) <b>Current information only:</b>	
Asset register	Available to view in school
Any information the school is legally required to hold in publicly available registers (this does not include attendance registers)	Hard copy – some may only be available for viewing in school

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Disclosure logs	Available to view in school
Curriculum circulars and statutory instruments	Available to view in school
<b>Class 7: The services we offer</b> (services we offer including leaflets, guidance and newsletters) <b>Current information only:</b>	
School publications, leaflets and letters	Website or hard copy
School lunches menu	Website or hard copy
After school activity clubs	Website or hard copy
Breakfast and After school clubs	Website or hard copy
Newsletters	Website or hard copy

**Agreed at: Resources Committee, September 2015**