



Freedom of Information Policy

Reviewed by Full Governing Board on 28th November 2019, 15th September 2020, March 2022, December 2022 & December 23, December 24, December 25

Signed: ...V Davis.....

Chair of FGB

Policy reviewed in line with General Data Protection Regulation GDPR (May 2018).

The General Data Protection Regulation has been kept in UK law as the UK GDPR.

Next review: December 2026

This document is a statement of the aims and principles of Walmley Infant School, for ensuring the confidentiality of sensitive information relating to staff, pupils, parents and governors. This policy should be used in conjunction with the school's **Staff Acceptable Use and Internet Safety Policy** and **Data Protection Policy**.

Introduction

Walmley Infant School needs to keep certain information about its employees, pupils and other users to allow it to monitor performance, achievements and health and safety, for example. It is also necessary to process information so that staff can be recruited and paid, courses organized and legal obligations to funding bodies and government complied with. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The school will comply with:

- The terms of the Freedom of Information Act 2000 and any other relevant legislation to ensure requests for access to information held by the school are treated in a manner that is fair and lawful.
- Birmingham City Council advice and guidance.
- Information and guidance displayed on the Information Commissioner's website: <https://ico.org.uk/>

Data Gathering and Storage

- Information will only be gathered and stored for specified purposes.
- In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.
- The school's retention policies will be based on the guidance in the Information and Records Management Society's Records Management toolkit for schools and will be reviewed regularly in line with any updates to this toolkit.
- Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

Publication Scheme

- The school will adopt and publish the appropriate model publication scheme, as recommended by the DfE, Information Commissioner and Birmingham City Council, and approved by school governors (see Appendix 1)

Dealing with Requests for Information

- Theoretically any request for information is a request under the Freedom of Information Act, however this school has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests which are considered to be outside the normal remit of the service provided will be recorded as Freedom of Information requests.
- The school will assist applicants in making their request to have access to information held by the school.
- Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g. school, council, NHS).
- The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.
- The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. All requests for information will still be dealt with in compliance with the 20 working day deadline, whether they are recorded as Freedom of Information requests or not.
- If a response will take longer than 10 working days to respond an acknowledgement will be sent to the person making the request, informing them when the information will be supplied. We recognise this does allow the school to exceed the overall 20 working day deadline.
- The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by government statute. If the estimated cost of complying with the request does not exceed this amount the school is not entitled to make a charge for fulfilling the request.
- A designated member of staff will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request.
- Persons requesting data will be supplied with a copy of our complaints procedure upon request. Any complaints regarding Freedom of Information requests must firstly be addressed by the school. If, once we have had opportunity to reconsider our decision, we believe the initial response was correct the applicant shall be entitled to take the matter to the Information Commissioner's Office and, ultimately, to an Information Tribunal.
- Copies of data supplied will be retained for two years from the date it was put into the public domain.

Applying Exemptions

- A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption - absolute and qualified. In practice there are very few which are likely to be applied by the education sector.
- The decision to apply absolute exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteacher.
- The decision to apply qualified exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteacher. Even if the group decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.
- Advice will be sought from Birmingham City Council's Information Governance Team or Legal Services if there is any doubt as to whether information should be disclosed.

Logging Requests Received

- The school will keep a record of all requests received for monitoring purposes, noting:
 - a) the date the request was received,
 - b) name and contact details of the person or organisation making the request,
 - c) the date the request was fulfilled or refused,
 - d) the reason for any exemption being applied,
 - e) the reason for any failure to meet the 20 day deadline.

Status of this Policy

This policy does not form part of the contract of employment for staff, but is a condition of employment that employees will abide by the rules and policies made by the school from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

How to request information

If you require a paper copy of any of the publications, please contact the school in writing.

Email enquiry@walmleyinfant.org

Telephone 0121 351 1355

Contact address: Walmley Infant School, Walmley Ash Road, Walmley. Sutton Coldfield, B76 1JB

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a library or Internet café.

The school will comply with:

The all up-to-date, relevant legislation, to ensure personal data is treated in a manner that is fair and lawful.

Birmingham Education Service advice and guidance supplied in the Data Protection Advice for Schools flyer and Data Protection Guidance for Schools booklet.

Information and guidance displayed on the Information Commissioner's Office website
<https://ico.org.uk/>

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

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.

Freedom of Information

Guide to information available from Walmley Infant School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website	Free
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	Available on request from school office.	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	All statutory information on website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free

Freedom of Information

Guide to information available from Walmley Infant School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
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		
Annual budget plan and financial statements	Hard copy	Photocopying/ printing @ 1p per sheet (black & white) 4p per sheet (colour)
Capital funding	Hard copy	
Financial audit reports	Hard copy	
Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	
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 local authority or diocese).	Hard copy	
Pay policy	Hard copy	
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	

Freedom of Information

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Information to be published.	How the information can be obtained	Cost
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Pay Policy Hard Copy	Photocopying/ printing @ 1p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	(black & white) 4p per sheet (colour)

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<p>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</p>	<p>(hard copy or website)</p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Phonics Screening data www.walmleyinfant.org</p> <p>Website https://reports.ofsted.gov.uk/provider/21/103544</p>	<p>Free</p> <p>Free</p>

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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	(hard copy or website)	
Performance management policy and procedures adopted by the governing body.	Hard copy	Photocopying/ printing @ 1p per sheet (black & white) 4p per sheet (colour)
Performance data or a direct link to it	See above	
School's Future Plans: School Improvement Plan	Website	Free
Safeguarding and child protection <ul style="list-style-type: none"> Safeguarding Policy 	Website	Free

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<p>Class 4 - How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(Hard copy or website)	
Admissions policy/decisions (not individual admission decisions) - where applicable	Website	Free
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	Photocopying/ printing @ 1p per sheet (black & white) 4p per sheet (colour)

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<p>Class 5 – Our policies and procedures (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, or by English government These will include policies and procedures for handling information requests.</p>	(hard copy or website)	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) <ul style="list-style-type: none"> - Accessibility Plan - Anti-Bullying Policy - Attendance Policy - Behaviour Policy - Governors' Statement of Behaviour Principles - Complaints Policy and Procedure - Curriculum Policy - Data Protection Policy - Equality and Diversity Policy - Equality Objectives 	Website/Hard copy from school office	Free Hard copy Photocopying/ printing @ 1p per sheet (black & white) 4p per sheet (colour)

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<ul style="list-style-type: none"> - Freedom of Information Policy - Health and Safety Policy - Relationships and Health Education policy - Safeguarding Policy - SEND Policy 		
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p> <p>Charging and Remissions Policy</p>	<p>Website</p>	<p>Free</p>

Freedom of Information

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Class 6 - Lists and Registers		Free
Currently maintained lists and registers only (this does not include the attendance register).	Available by inspection	
Curriculum circulars and statutory instruments	Available by inspection	Free
Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum		
Disclosure logs	Available by inspection	Free
Asset register	Available by inspection	Free
Any information the school is currently legally required to hold in publicly available registers	Available by inspection	Free

Freedom of Information

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<p>Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website Hard copy	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Website or hard copy	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
School Newsletters	Website	Free

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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 @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 4p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority