



Doing our best to achieve our best

Clarendon Primary School, Nursery & Children's Centre

Freedom of Information Policy

Introduction

Clarendon Primary School, Nursery & Children Centre's follows the ICO's (Information Commissioner's Office) Publication Scheme in relation to the information available under the Freedom of Information Act 2000.

The governing body is responsible for maintenance of this scheme.

Aims of Our School

It is our aim at Clarendon to create a happy, caring and inclusive learning environment where all members of the school community feel valued and have access to the opportunities required to meet their full potential as well as develop a love of learning that is fundamental to becoming an effective lifelong learner. We strive to celebrate each child's unique skills, qualities and attributes, and ensure they feel both valued and equipped for the next steps on their learning journey.

We do this by offering each child access to a broad and balanced curriculum, by teaching children to always 'do their best to achieve their best' and by promoting the following school values throughout all aspects of school life:

- Perseverance
- Independence
- Respect
- Resilience
- Honesty
- Friendship
- Collaboration
- Trust

Publication Scheme overview

This publication scheme commits the school to make information available to the public as part of our normal business activities. The information covered is included in the classes of information outlined below. *(Additional assistance to the definition of these classes is provided in sector specific guidance manuals issued by the Information Commissioner. These can be found on the ICO website.)*

N.B - Some information which we hold may not be made public, for example the personal information of staff, parents and children.

The scheme commits us:

- 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.
- To specify the information which is held by the 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 the 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 the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so.
- To publish datasets, where reasonably practicable, in an electronic form that is capable of re-use.

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 also defined in the Act under section 19(8).

The scheme covers information already published as well as information that is to be published in the future. All information in our publication scheme is available either via our school website or in paper form obtainable from the school.

Classes of information

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 categories of information known as 'classes'. (For a more detailed breakdown of this, please refer to appendix 1.)

- **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 are:

- 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 methods by which information 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. (See appendix 1)

Where it is within the capability of the school, information will be provided via our school website. Where it is impracticable to make information available in this way or when an individual does not wish to access the information via our website, the school will indicate how information can be obtained by other means and will subsequently 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 the 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 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 we are legally authorised to do so, where we are in all circumstances, (including the general principles of the right of access to information held by public authorities) justified to do so and where we are in accordance with a published schedule or schedule of fees which is readily available to the public. (See appendix 1.)

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 school.

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 the school that is not published under this scheme can be requested in writing. At this point its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Tel: 01784 253379
E-mail: dataprotection@clarendon.surrey.sch.uk
Fax: 01784 421745
Address: Clarendon Primary School
Knapp Road,
Ashford,
Middlesex,
TW15 2HZ.

To help us process your request quickly, please clearly mark any correspondence in capitals with:

“FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST”

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

Feedback and Complaints

We welcome any comments or suggestions you may have about this scheme. If you want to make any comments about this publication or if you require further assistance or wish to make a complaint these should initially be addressed to the Chair of Governors at Clarendon Primary School, Knapp Road, Ashford, Middlesex, TW15 2HZ.

If you are not satisfied with the assistance you receive or if we have not been able to resolve your concerns and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner’s Office, which is the organisation that ensures compliance with the Freedom of Information Act 2000.

The ICO can be contacted via:

Address: The Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.
Information Line: 0303 123 1113
Website : <https://ico.org.uk/make-a-complaint/>

Review

Date reviewed: Summer term 2018
Date due for review: Summer term 2021

Appendix 1

Classes of Information Published by the school:

Class 1 – Who we are and what we do:

Organisational information, locations and contacts, constitutional and legal governance

Information to be published	How the information can be obtained	Cost
Headteacher 's name	School Website	Free of charge
Who's who on the governing body and the basis of their appointment	School Website	Free of charge
Instrument of Government / Articles of Association	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.
Contact details for the Headteacher and for the governing body	School Website Hard copy on request	Free of charge Hard copy supplied at a cost of: 1p per black and white copy, 4p per colour copy and the cost of posting 2 nd class via Royal Mail.
School prospectus	School Website Hard copy on request	Hard copy supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.
Staffing structure	Hard copy on request – placed in the back of the school prospectus	Supplied at a cost of: 1p per black and white copy, 4p per colour copy and the cost of posting 2 nd class via Royal Mail.
School session times and term dates	School Website – electronic copy of the school prospectus Hard copy on request – school prospectus	Free of charge Hard copy supplied at a cost of: 1p per black and white copy, 4p per colour copy and the cost of posting 2 nd class via Royal Mail.
Address of school and contact details, including email address	School Website Hard copy on request – School prospectus	Free of charge Hard copy supplied at a cost of: 1p per black and white copy, 4p per colour copy and the cost of posting 2 nd class via Royal Mail.
SENCO details and provision arrangements	School website	Free of charge

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 to be published	How the information can be obtained	Cost
Annual budget plan and financial statements (Relating to both the school and children's centre)	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.
Capital funding	Hard copy on request	
Financial audit reports	Hard copy on request	
Private school fund	Hard copy on request	
Details of expenditure items over £2000	Hard copy on request	
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	Hard copy on request	
Staff allowances and expenses that can be incurred or claimed	Hard copy on request	
Staffing, pay and grading structure	Hard copy on request	
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Hard copy on request	
Pupil Premium Statement PE and Sports Premium Funding Statement	School website	
Pay policy	School website	Free of charge
Charging and Remissions Policy	School website	Free of charge
Governors' allowances policy	School website	Free of charge
Lettings Policy	School website	Free of charge
Finance policy	School website	Free of charge
Private school fund policy	School website	Free of charge
After school club (Haven) terms and conditions	School website	Free of charge
Nursery private funding terms and conditions	School website	Free of charge
Contributions from the parent's association (PA)	Hard copy on request from the PA	Supplied at a cost of: 1p per black and white copy, 4p per colour copy and the cost of posting 2 nd class via Royal Mail.

Class 3 – What our priorities are and how we are doing:

Strategies and plans, performance indicators, audits, inspections and reviews

Information to be published	How the information can be obtained	Cost
School profile	School website	Free of charge
Annual attendance and attainment report Link to government's performance table service	School website	Free of charge
Latest OFSTED report (link)	School website	Free of charge
School Development Plan	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.
Statutory information required by Ofsted and the DfE	School website	Free of charge
Performance management policy	School website	Free of charge
Staff appraisal policy	School website	Free of charge
Disciplinary & Capability Procedure	School website	Free of charge
Safeguarding and child protection policy	School website	Free of charge
Children with Medical Needs Policy	School website	Free of charge
Looked After Children Policy	School website	Free of charge
Outcome of Parent Surveys	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.

Class 4 – How we make decisions:

Decision making processes and records of decisions

Information to be published	How the information can be obtained	Cost
Link to Surrey County Council's Admissions policy	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information discussed under 'part 2' business.)	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.
Responding to parental concerns	School website	Free of charge

Class 5 – Our policies and procedures:

Current written protocols, policies & procedures for delivering our services & responsibilities

Information to be published	How the information can be obtained	Cost
<p>School Policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Health and Safety Policy • Responding to Parental Concerns • Lettings Policy • Safeguarding and Child Protection Policy • Looked After Children Policy • Lone Worker Personal Safety Policy • Safer Recruitment Policy • Equality Policy • Emergency School Closure Policy • Governors Allowances Policy • Whistleblowing and Managing Allegations Policy • Pay Policy • Appraisal Policy • Disciplinary and Capability Procedure • Staff Attendance Management Policy and Procedure • Staff Special Leave of Absence Policy • Cycling Policy • Display Policy • Drug and Alcohol Policy • E-Safety Policy • Fairness and Dignity at Work Policy • Finance Policy • School Fund Policy • Fire Policy • Governor School Visits Policy • Induction of Newly Qualified Teacher's Policy • Intimate Care Policy • Uncollected children's Policy • Volunteer Policy • Work Experience Policy • Work Life Balance Policy • Keeping School's Safe Policy • Mobile Phone Policy • Equality and Accessibility Plan • Equality Scheme • Staff Development Policy • Staff Dress Code Policy • Staff Code of Conduct 	<p>Pupil and Curriculum Policies:</p> <ul style="list-style-type: none"> • Attendance Policy • Home School Agreement • Home Learning Policy • SEN Policy • SEN Information Report • Behaviour Policy • Anti-Bullying Policy • Positive Touch and Restraint Policy • Assessment Policy • Curriculum Policy • Teaching and Learning Policy • Relationship and Sex Policy • PSHE and Citizenship Policy • Marking and Feedback Policy • Children with Medical Needs Policy • Medicines Policy • Collective Worship Policy • Display Policy • Early Years Foundation Stage Policy • Educational Visits Policy • Literacy Policy • Maths Policy • Monitoring and Evaluation Policy • Nappy Changing Policy • Nursery Settling in Policy • Nursery Sleep Policy • RE Policy • Target Setting Policy 	<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Privacy Notices and Data Protection • Records retention, destruction and archive Policy – see Data protection policy • Data protection policy • Workforce Privacy Notice For Publicly Funded Schools • Clarendon Primary School & Nursery Privacy Notice - Pupil & Parents • Photo consent form • Clarendon Children's Centre Privacy Notice - Pupil & Parents
<p>These Policies can be found on the school website free of charge</p>		

Class 6 – Lists and registers:

Currently maintained lists and registers only (this does not include the attendance register)

Information to be published	How the information can be obtained	Cost
Termly Curriculum Newsletters	School website	Free of charge
School Curriculum Map	School website	Free of charge
Asset register	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.
Any information the school is currently legally required to hold in publicly available registers	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.

Class 7 – The services we offer:

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Information to be published	How the information can be obtained	Cost
Parent information booklet and Terms and Conditions for the Haven After School Club	School Website	Free of charge
Breakfast Club Registration Information	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy and the cost of posting 2 nd class via Royal Mail.
Information about Privately Funded Nursery Places (Additional 15 hours)	School Website	Free of charge
School Clubs (run by school staff and external providers)	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.
Extra-curricular activities and visits	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.
Parent Workshop Information	Hard copy on request	Supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.
School publications, leaflets, books and newsletters	School Website / Hard copy on request	Free of charge Hard copy supplied at a cost of: 1p per black and white copy, 4p per colour copy, the cost of posting 2 nd class via Royal Mail and the cost of any staff time required to collate, copy and post the requested information.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at & are be published as part of the guide

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing at 1p per sheet (black & white)	Cost of printing and stationary
	Photocopying/printing at 4p per sheet (colour)	Cost of printing and stationary
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Additional statutory required to fulfil the request	In accordance with the relevant legislation (quote the actual statute)
Admin fee	Cost of staff time to complete request – Charged if request takes longer than 20 minutes to fulfil	Actual cost of staff time