

Barnwell School

Freedom of Information Act Publication Scheme



Achieving Excellence Together

Adopted by the Governing Body – February 2019

Reviewed – January 2021

To be reviewed – January 2022

1. Introduction

The Barnwell School Freedom of Information Act FOIA Publication Scheme is based on the model scheme prepared and approved by the Information Commissioner's Office ICO. The scheme will remain valid until revised by the ICO.

The FOIA scheme commits Barnwell School to make information available to the public as part of the Schools normal business activities. The information covered is included in the classes of information mentioned in section 2.

Barnwell School commits to:

- Proactively publish or otherwise make available information which is held by the school and falls within the classifications in S2
- Specify the information which is held by the School and falls within the classifications in S2
- Proactively publish or otherwise make available information in line with the statements contained within this scheme
- 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
- Review and update on a regular basis the information the School makes available under this scheme
- Produce a schedule of any fees charged for access to information which is made proactively available
- Make this FOI publication schemes available to the public
- Publish any dataset held by the School that has been requested unless deemed inappropriate to do so; if reasonable to do so to publish the dataset in an electronic form that is capable of re-use; and if any information in the dataset is copyright of the school, to make the information available for re-use under the terms of the Re-use of Public Sector Regs (2015) or under the terms of the FOIA section 19

2. Classifications of Information

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

2.2 What we spend and how we spend it

Financial information relating to income and expenditure, tendering, procurement and contracts, as required by the DfE, such as the requirements for the reporting on Pupil Premium

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions

Policy proposals and decisions, where appropriate. Decision making process, internal criteria and procedures, consultations.

2.5 Our policies and procedures

Current policies and protocols for delivering the schools functions and responsibilities, where appropriate, and where required by statute.

2.6 Lists and registers

Information held in registers required by law and relating to the functions of the school

2.7 The services we offer

Advice and guidance, booklets and leaflets to support users or potential users of the school's services

2.8 Classifications of information will not generally include the following:

- 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 archived storage or is difficult to access.

3. Method by which information published under this scheme will be made available

Barnwell School will indicate to the public what information is covered by the FOIA Publication scheme and how it can be obtained.

Where it is within the school's capability, information will be provided on the school's website. Where it is impractical 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.

There may be exceptional circumstances where some information may only be available 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, bearing in mind the school's working time.

Information will be provided in the language in which it is held. We will translate an information where we are legally required to do so.

Obligations under disability and discrimination legislation to provide information in other forms and formats will be adhered to when providing information in accordance with the scheme.

4. 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 accessible on the School website will be provided free of charge

Charges may be made for the following:

- Photocopying
- Postage and packaging
- Costs directly incurred as a result of viewing information

Charges may also be made for the information provided under this scheme where they are legally authorised, they are in all 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 of fees which is readily available to the public.

Charges may also be made for making 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 or with regulations made under s.11B of the Freedom of Information Act.

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 the provision of the information.

5. Written requests for information

Information held by the School which is not published under the FOIA publication scheme can be requested in writing, where its provision will be considered in accordance with the provisions of the Freedom of Information Act.