Barnwell School

Freedom of Information Act Publication Scheme

Reviewed – January 2026

To be reviewed – January 2027

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 school's 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 as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications in section 2 below.
- Specify the information which is held by the school and falls within the classifications in section 2.
- Proactively publish or otherwise make available as a matter of routine, 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, and any updated versions held, unless deemed inappropriate to do so; if reasonable practicable, to publish the dataset in an electronic form that is capable of re-use; and if any information in the dataset is a relevant copyright work of the school, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulationss (2015) or under the terms of the Freedom of Information Act FOIA 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 the FOIA.

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 projected and actual income and expenditure, tendering, procurement and contracts.

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. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures
Current written protocols for delivering the schools functions and responsibilities.

2.6 Lists and registers
Information held in registers required by law and other lists and registers relating to the functions of the school.

2.7 The services we offer
Advice and guidance, booklets and leaflets, transactions and media releases. A description of services offered 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 for similar reasons.

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

Barnwell School will indicate clearly 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, the school 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, baring in mind the schools working time.

Information will be provided in the language in which it is held or in such other language that is legally required. The school will translate an information where we are legally required to 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 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 published and accessible on the school website https://www.barnwellschool.co.uk is provided free of charge. Single copies of information covered by this publication are provided free of charge, unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

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, where they apply, or with regulations made under s.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 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.