



Morelands Primary School

***With Resourced Provisions for Development & Assessment
And Speech, Language & Communication***

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Responsibility:	Alison Syred-Paul	Chair of Governors:	Shirley Nellthorpe

Freedom of Information Policy and Publication Scheme

1. Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public. As a result, we at Morelands Primary School have produced a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form, some is available electronically on our website, to download and print.

Some information which we hold may not be made public, for example, personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO).

2. The Aims of the Policy

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets their needs.
- Help every child develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

3. Publication Scheme - Categories of Information Published

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'. Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme in Appendix 1.

The classes of information that we undertake to make available are organised into the following areas:

School Prospectus – information published in the school prospectus.

Governors' Documents - information published in governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

4. How to Request Information

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email (admin@morelands.hants.sch.uk) or letter (Morelands Primary School, Crookhorn Lane, Waterlooville, Hampshire PO7 5QL) giving clear details of the information requested.

Written notice of any fee will be provided to the enquirer before any information is supplied.

To help us process your request quickly, please clearly mark correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you are looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor's name and contact details; either postal address or email address for the response to be sent.

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

5. Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- Promote further understanding of current issues of public debate.
- Promote the accountability of decisions taken by us and the spending and allocation of public money.
- Bring to light matters of public safety.
- Allow the public to understand and challenge decisions made by us.
- Be otherwise in the public interest.

Where information is withheld under an exemption, in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

6. Paying for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using either a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise.

If the Publication Scheme request or FOI 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. Payment may be requested prior to provision of the information.

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint regarding information you have received or been refused, then initially this should be addressed to the Head Teacher, Morelands Primary School, Crookhorn Lane, Waterlooville, Hampshire PO7 5QL.

If you are not satisfied with the assistance that you receive, or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner's Office

<https://ico.org.uk/make-a-complaint/>

0303

123

1113



Crookhorn Lane, Waterlooville, Hampshire PO7 5QL



Publication Scheme for Morelands Primary School

For the avoidance of doubt, the information included in this document covers all schools in England that are subject to the Freedom of Information Act 2000 (FOIA), including academies and free schools.

This document assists our federation by giving examples of the kinds of information that we would be expected to provide in order to meet the commitments under the FOIA model publication scheme. It should be noted that schools are not expected to routinely publish all information; for example, where they do not hold it or where it is publicly available elsewhere or is exempt. We list such circumstances below.

Schools are expected to make the information in this definition document available unless:

- They do not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- The information is readily and publicly available from an external website; such information may have been provided.

Who we are and what we do

Organisational information, structures, locations and contacts. Information in this class is expected to be current information only.

Instrument of Government / Articles of Association

The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. Academies and Free Schools have Articles of Association instead.

School prospectus and curriculum

The contents of the school prospectus. Once a prospectus has been published and made available to parents, access to it should be available to anyone. An outline of the school curriculum.

Governing Body

The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school.

School session times and term dates

Details of school session times and dates of school terms and holidays.

Location and contact information

The address, telephone number, email address and website for the schools together with the names of key personnel.

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. The minimum expected is that financial information for the current and previous two financial years should be available.

Annual budget plan and financial statements

Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.

Details of items of expenditure over £5000, including costs, supplier and transaction information. This should be published at least annually but at a more frequent quarterly or six-monthly interval where it is practical for schools to do so.

Capital funding Information on major plans for capital expenditure.

Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.

Financial audit reports

Procurement and contracts. Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.

Pay policy

The statement of the school's policy and procedures regarding teachers' pay.

Staff allowances and expenses

Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document, "senior staff" means staff on the Senior Management or Leadership Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum.

Staff pay and grading structures

The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.

Governors' allowances

Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.