

# ATTAIN ACADEMY PARTNERSHIP



## Freedom of Information Publication Scheme

For

**Bocking Primary School**



**April 2021**

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<b>Policy Approved and Minuted</b>	<b>By: Local Governing Board</b> <b>Signed:</b>	<b>Date:</b>
<b>Date of Next Review</b>	April 2023	
<b>Status: Statutory</b>	<b>EIA: N/A</b>	

# **Freedom of Information Publication Scheme**

This is Bocking Primary School's Publication Scheme on information available under the Freedom of Information Act 2000.

The Local Governing Body is responsible for the maintenance of this scheme.

## **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this we must produce 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. The Academy aims to provide all the information in our publication scheme on the Academy website for you to download and print off. Where this is impractical the scheme will set out how the information can be obtained. In exceptional cases, some information may only be available by viewing in person. Where this manner is specified, contact details will be provided and an appointment to view the information will be arranged within a reasonable timescale. 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.

## **2. Aims and Objectives**

The Academy aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- 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. 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'. The classes of information that we undertake to make available are organised into seven broad topic areas:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Policies and procedures
- Lists and registers
- The services we offer

The classes of information will not generally include:

- Information the disclosure of which is prevent by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.

#### **4. How to request information**

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the applicants name and correspondence address. Once a request has been received in writing you will have the statutory right to receive the information within twenty working days. Working days refers to term time only as contained in Statutory Instrument 3364. Contact details are set out below or you can visit our website at [www.bockingstreet.essex.sch.uk](http://www.bockingstreet.essex.sch.uk)

Email: [admin@bockingstreet.essex.sch.uk](mailto:admin@bockingstreet.essex.sch.uk)

Contact Address: Church street  
Bocking  
Braintree  
Essex CM7 5LA

To help us process your request quickly, please clearly mark any correspondence **“FREEDOM OF INFORMATION REQUEST” (in CAPITALS please)**.

If the information you're looking for isn't available via the scheme and isn't on our website, you can still write to the Academy to ask if we have it.

If the information requested is already held by another body, we are within our rights to refuse the request, but will direct the enquirer to the appropriate source.

In some instances, we may withhold the information you have requested under one of the exemptions applicable under the legislation.

## 5. Paying for information

Most of information covered by this publication is provided free of charge via the Academy / Trust website unless stated otherwise in section 6. If you don't have Internet access, you can access our website using a local library or an internet café. We may charge a fee for photocopying / printing / faxing / postage of longer documents where the information is not listed in our publication scheme as being available either free of charge or at a standard charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Equality Act.

If we intend to charge we will let tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information does not include the period between issuing the fees notice and the receipt of the payment.

## 6. Guide to information available from Bocking Primary School under the ICO model publication scheme

The Academy website is [www.bockingstreet.essex.sch.uk](http://www.bockingstreet.essex.sch.uk)

The Trust website is [www.attain.essex.sch.uk](http://www.attain.essex.sch.uk)

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> This will be current information only		
Who's who in the Academy	<b>Website</b>	Free
Who's who on the Academy governing body and the basis of their appointment	<b>Website</b>	Free
Attain Board of Directors	<b>Trust Website</b>	Free
Instrument of Government	<b>Website</b>	Free
Contact details for the Headteacher and for the governing body, via the Academy (named contacts where possible)	<b>Website</b>	Free
Governor Annual Report (included as part of the Trust Report)	<b>Trust Website</b> <b>Hard Copy</b> Contact the Academy	Free Schedule of charges
Staffing structure	<b>Website</b>	Free
School session times and term dates	<b>Website</b>	Free
Address of the Academy and contact details, including email	<b>Website</b>	Free

Address of the Trust and contact details, including email	<b>Website</b>	Free
<b>Class 2 – What we spend and how we spend it</b> Current financial year as a minimum		
Articles of Association	<b>Trust Website</b> <b>Hard Copy</b> Contact the Academy Office	Free Schedule of charges
Financial statements	<b>Trust Website</b>  <b>Hard Copy</b> Contact the Academy Office Or Companies House Website, EFA website, online published accounts	Free Schedule of charges
Capital funding	<b>Website</b> <b>Hard Copy</b> Contact the Academy Office Online published accounts	Schedule of charges
Funding Agreements	<b>Trust Website</b> <b>Hard Copy</b> Contact the Academy Office	Free Schedule of charges
Financial audit reports	<b>Hardcopy</b> Inspection only. Contact Academy Office	N/A
Pay policy	<b>Website</b> <b>Hard Copy</b> Contact the Academy Office	Free Schedule of charges
Staffing and grading structure. As a minimum the pay Information should include salaries for senior staff (Senior Leadership Team or	<b>Website</b> <b>Hard Copy</b> Contact the Academy Office	Free Schedule of charges

equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	<b>Hardcopy</b> Contact Academy Office	Schedule of charges
<b>Class 3 – What our priorities are and how we are doing</b> Current information as a minimum		
Academy profile <ul style="list-style-type: none"> <li>Performance data supplied to the English Government or a direct link to the data</li> <li>The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<b>Website</b> <b>DfE website</b>	Free
Performance management policy and procedures adopted by the governing body.	<b>Hardcopy</b> Contact Academy Office	Schedule of charges
School Development Plan	<b>Website</b> <b>Hardcopy</b> Contact Academy Office	Free Schedule of charges
Schools future plans; for example, proposals for and any consultation on the future of the school	<b>Website</b>	Free
Safeguarding and Child Protection Policies	<b>Academy Website</b>	Free
<b>Class 4 – How we make decisions</b> Current and previous three years as a minimum		
Admissions Policy/decisions (not individual admission decisions)	<b>Website</b> Current <b>Hard Copy</b> for past copies	Free Schedule of charges
Agendas and minutes of meetings of the governing body and (if held) its sub-committees (NB this will exclude information that is properly regarded as private to the meetings)	Available for inspection Contact Academy Office	Free

<b>Class 5 – Our policies and procedures</b> Current information only		
Academy policies including: <ol style="list-style-type: none"> <li>1. Charging and remissions policy</li> <li>2. Health and Safety</li> <li>3. Complaints procedure</li> <li>4. Information request handling policy</li> <li>5. Equality (including equal opportunities) policy</li> <li>6. Online Safety Policy</li> <li>7. Staff Performance Management</li> <li>8. Staff code of conduct</li> <li>9. Discipline and Grievance Policy</li> </ol>	<b>Trust Website</b>  <b>Hard Copy</b> Contact Academy Office	Free  Schedule of charges
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Special Educational Needs</li> <li>• Behaviour &amp; Discipline</li> <li>• Attendance</li> <li>• Sex Education Policy</li> <li>• Accessibility Plans</li> <li>• Equality Policy</li> </ul>	<b>Website</b>	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<b>Website</b>	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Inspection only	Free
Disclosure log	Inspection Only	Free
Asset register	Inspection Only	Free
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Inspection Only	Free
<b>Class 7 – The services we offer</b> Current information only		
Extra-curricular activities	<b>Website</b>	Free

Out of school clubs	<b>Website</b>	Free
Services for which the school is entitled to recover a fee, together with those fees Music Tuition, Academy Hall and Pool Lettings etc.)	<b>Website</b> Apply via the Academy Office	Free
School publications, leaflets, books and newsletters	<b>Website</b>	Free
<b>Additional Information</b>		

## **SCHEDULE OF CHARGES**

The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet (black & white). Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information. In most cases the cost will be under £450 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- Summarising the information
- Putting the information onto other media
- Translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

## **7. Key personnel**

Any member of Bocking Primary School can accept a request for information as long as it fulfils the criteria set out in Section 4. The request for information must be forwarded to the Headteacher as soon as possible.

The Local Governing Body is responsible for ensuring a policy is in place and its effectiveness is monitored.

The Headteacher is responsible for recording the requests for information, the action taken and the responses made.

The Headteacher has day to day responsibility for deciding whether a request is in line with the Freedom of information Act and will delegate the collation of information appropriately.

## **8. Feedback and Complaints**

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Freedom of Information Publication Scheme

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 then initially this should be addressed to the Headteacher.

Any complaint received will be dealt with in accordance with the normal complaints procedure as detailed in the Trust's Complaints Policy. If the result of the complaints is that any decision to withhold information be overturned, this information will be supplied as soon as it is possible. If the complaint cannot be resolved by the Headteacher, it can be referred to the Chair of the Local Governing Body and to the Attain Academy Partnership Trust Board, as laid out Attain Academy Partnership Complaints Policy. Correspondence for the Chair of the Local Governing Body should be sent to the Academy. Correspondence for the Attain Academy Partnership Trust Board should be sent to

Attain Academy Partnership Trust Board  
c/o Newlands Spring Primary School  
Dickens Place  
Chelmsford  
Essex CM1 4UU  
Email: [admin@attain.essex.sch.uk](mailto:admin@attain.essex.sch.uk)

Following this, if the complaint remains unresolved 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,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire, SK9 5AF  
Or  
Enquiry/Information Line: 01625 545 700  
E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)