



Walter Infant School

FREEDOM OF INFORMATION POLICY

DOCUMENT HISTORY

Version	Action	By	Date
1.0	Approved	Full Governing Body	5 July 2011
1.1	Amended	Fiona Cross	June 2013
1.1	Approved	Full Governing Body	3 July 2013
1.2	Reviewed	Emma Cairns	June 2015
1.2	Approved	Full Governing Body	July 2015

Next review date: Summer 2017

FREEDOM OF INFORMATION POLICY

1. Introduction

Schools, like all public authorities, are required by law under the Freedom of Information Act 2000 to adopt and maintain a publication scheme. The Information Commissioner's Office has produced a guide and template for a publication scheme for schools which provides a list of the information which schools should hold and make available.

2. Principles and Objectives

Walter Infant School has adopted the template referred to above and will maintain all items identified in the template which are appropriate and relevant to the school (see below).

Wherever possible, information will be made available from the public area of the school's website. Alternatively, hard copies of the information will be provided. Charges for paper items will be made in accordance with the scheme. The recommended charge as at the date this policy was first implemented being 10p per sheet.

3. Walter Infant School's Publication Scheme

The table attached to this policy at Appendix 1 lists the information which Walter Infant School makes available and identifies how the information can be accessed.

All requests for information must be made in writing to the School Office. They will be responded to within 20 school working days of receipt.

The School will comply with current data protection legislation when responding to requests.

4. Disclosure Log

Walter Infant School will maintain a disclosure log of requests made via the School Office. This schedule will record each freedom of information request; the date each request is received; the date each request is responded to and the response given.

5. Policy Review

This policy will be reviewed on a bi-annual basis.

APPENDIX 1 TO WALTER INFANT SCHOOL'S FREEDOM OF INFORMATION POLICY

WALTER INFANT SCHOOL'S PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 – WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts: current information only)		
Who's who in the school	Website – 'About Us' Section, 'Staff & Governors' Sub-Section, 'Our Staff' page	n/a
Who's who on the governing body and the basis of their appointment	Website - 'About Us' Section, 'Staff & Governors' Sub-Section, 'Our Governors' page	n/a
Instrument of Government	Hard copy from the School Office	10p/side of A4
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website – 'About Us' Section, 'Staff & Governors' Sub-Section, 'Our Staff' page	n/a
School prospectus	Website – 'About Us' Section, 'Prospectus' Sub-Section	n/a
Staffing structure	Website - 'About Us' Section, 'Staff & Governors' Sub-Section, 'Our Staff' page	n/a
School session times and term dates	Website – 'Parents' Section, 'Term Dates' Sub-Section	n/a
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 for the current and previous financial years.)		
Annual budget plan and financial statements	Hard copy from the School Office	10p/side of A4
Procurement and projects	Hard copy from the School Office	10p/side of A4

Pay policy (incorporating staffing and grading structure)	Hard copy from the School Office	10p/side of A4
Governors' allowances	Hard copy from the School Office	10p/side of A4
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews)		
The latest Ofsted report - Summary - Full report	Website – 'About Us' Section, 'OFSTED' Sub-Section	n/a
Performance management policy and procedures adopted by the governing body.	Hard copy from the School Office	10p/side of A4
CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions for the current and previous three years)		
Admissions policy/decisions (not individual admission decisions)	From Wokingham Borough Council as the School follows the WBC policy on admissions.	n/a
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy from School Office	10p/side of A4
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meetings.	Hard copy from School Office	10p/side of A4
CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)		
General policies and procedures including: <ul style="list-style-type: none"> • Charging • Health and safety • Complaints • Freedom of information • ICT • E-Safety • Protocol for Unexpected Closure of School • Pupil Premium Grant statement 	Web-site - 'About Us' Section, 'Policies & Procedures' Sub-Section	

CLASS 6 – LISTS AND REGISTERS (Currently maintained lists and registers only)		
Curriculum documents	Hard copy from School Office.	10p/side of A4
Disclosure logs	Hard copy from School Office.	10p/side of A4
Asset register	Hard copy from School Office.	10p/side of A4
CLASS 7 – THE SERVICES WE OFFER (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Website – ‘Parents’ Section, ‘Club Information’ Sub-Section	n/a
Out of school clubs	Website – ‘Parents’ Section, ‘Club Information’ Sub-Section	n/a
Leaflets, books and newsletters	Website – ‘Newsletters’ Section	n/a