

## **FREEDOM OF INFORMATION POLICY**

### **1. Introduction: Publication Scheme**

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. All information in our publication scheme is available in paper form.

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.

Please note that this policy does not cover Subject Access Requests for personal information under the General Data Protection Regulations (2018). Please see our Privacy Notice and Data Protection Policy, both available on our website or via the school office.

### **2. Aims and Objectives**

The school 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,

### **3. Categories of information published**

This policy applies to all recorded information held by the school that relates to the business of the school. This includes:

- Information created and held by the school
- Information created by the school and held by another organisation on our behalf
- Information held by the school provided by third parties, where this relates to a function or business of the school (such as contractual information) and
- Information held by the school relating to Governors where the information relates to the functions or business of the school.

This policy does not cover personal written communications (such as personal emails sent by staff). Please see our Privacy Notice and Data Protection Policy, available on our website or via the school office.

The publication scheme guides you to the information which we currently publish (or have recently published) or we will publish in the future. This is split into categories of information that we undertake to make available are organised into seven broad subject areas:

- a) Who we are and what we do
- b) What we spend and how we spend it
- c) What our priorities are and how we are doing
- d) How we make decisions
- e) Our policies and procedures
- f) Lists and registers
- g) The services we offer

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

We have a duty to provide advice and assistance. We have a duty to respond to the enquiry, to confirm whether the information is held and, if so, to provide access to the information. This can be provided through extracts from documents or a summary of the information sought. Confidentiality of sensitive information in some cases means that the information cannot be provided. Many of the documents are available on our website: [www.bushyleaze.co.uk](http://www.bushyleaze.co.uk)

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, letter, email, or in person at the school office. Contact details are set out below.

Tel: 01420 87675

Contact Address: Eastbrooke Road, Alton, Hampshire GU34 2DR

Email: [adminoffice@bushyleaze.hants.sch.uk](mailto:adminoffice@bushyleaze.hants.sch.uk)

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

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

Freedom of Information requests should be dealt with within 20 working days (excluding school holidays). If we have to clarify the request with the enquirer, the 20 days stops and restarts when we receive clarification. The school will maintain a record of requests and refusals (including the reason for refusal).

#### **5. Paying for information**

Information published on our website is free, although you may incur costs from your internet provider.

For single copies of information covered by this publication there is a £15 administration charge. If your request means that we do have a lot of photocopying or printing, or pay a large postage charge, or is for a priced item, we will let you know any additional cost before fulfilling your request

There will be a small charge for hard copies of printed publications, to cover clerical, administration and photocopying cost. The current charge is 10p per sheet.

The School will only charge for the cost of copying and transmitting information, not for time taken in reaching decisions regarding whether information is covered by an exemption

Where the School estimates that the cost of locating the information will exceed the statutory threshold of £450, it will consider whether or not to comply with the request. The School is not obliged to comply with such a request but may choose to do so.

### Classes of Information Currently Published

	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b>		
Current organisational information, structures, locations and contacts	Hard copy and/or website	
Who's who in the school	Website/display board	
Who's who on the Governing body / board of governors and the basis of their appointment	Website/display board	
Instrument of Government / Articles of Association	Hard Copy	Yes
Contact details for the Head of Centre and Governing Body via the school (name contacts)	Website or on request – school office	
Staffing Structure	Website	
School session information and term dates	Website	
Address of school and contact details, including email address	Website	
<b>Class 2 – What we spend and how we spend it</b>		
(Financial information relating to projected and actual income and expenditure, procurement and contracts)	Hard copy	Yes
Annual budget plan and financial statements	Hard copy	Yes
Capital Funding	Hard copy	Yes
Financial Audit Reports	Hard copy	Yes

Procurement and contracts the school has entered into	Hard copy	Yes
Pay Policy, including pay and grading structure	Hard copy	Yes
Governors Allowances that can be claimed	Hard copy Gov Allowances Policy	Yes
<b>Class 3 – What our priorities are and how we are doing</b>  Strategies and plans, performance indicators, audits, inspections and reviews – current information as a minimum	Hard copy	Yes
Latest Ofsted Report	Website or hard copy	Yes
Performance Management Policy	Hard copy	
Performance Data	Hard copy	
The school's future plans, for example proposals for any consultation on the future of the school, such as a change of status	Website	
Safeguarding and Child Protection	Website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy or Website	Yes
Admissions Policy	Website	
Agendas and minutes of meetings of the Governing Body and its committees (this will exclude information that is property regarding as private to the meetings)	Hard copy	Yes
<b>Class 5 – our policies and procedures</b>  Current information only	Website  Hard copy available	

	on request	Yes
Records management and personal data policies, including:  Information security policies Hampshire Records Retention Policy Data Protection Privacy Notice	Hard copy Hard copy Website	Yes Yes
Charging regimes and policies	Website	
<b>Class Lists and registers</b>  Currently maintained lists and registers only – this does not include the attendance register	Some information may only be available for inspection	
Curriculum circulars and statutory instruments	Hard Copy	Yes
Asset register	Hard copy	Yes
Any information the school is currently legally required to hold in publicly available registers	Hard copy	Yes
<b>Class 7 – the services we offer</b>  Information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses – current information only	Website  Hard copy available on request	
Extra curricular activities and groups	Website/display/paper copy	
Out of school clubs, for example breakfast, lunch club and playschemes	Website/display/paper copy	
Services for which the school is entitled to recover a fee, together with those fees	Website/paper copy	
School publications, leaflets, books and newsletters	Website Hard copy	

## 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 you require further assistance or need to make a complaint, then initially this should be made to :

School Business Manager  
Bushy Leaze Children & Families Centre  
Eastbrooke Road  
Alton  
Hampshire GU34 2DR

If you are not satisfied with the assistance you get or if we have not been able to resolve your complaint and you feel a more formal complaint needs to be made, then this should be addressed to the Information Commissioners Office:

The Information Commissioner  
Wycliffe House,  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Helpline: 0303 123 1113  
Website: [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

Signature: *A.R. Dawu*

Dated: *11/02/2025*

Next Review Date: Spring 2028