

Freedom of Information Publication Scheme



We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

School Name	Ellington Infant School
Adopted and Approved by the Governing Board date	23 rd October 2024
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1. Introduction

What a publication scheme is and why it has been developed?

This publication scheme commits Ellington Infant School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school.

The scheme commits Ellington Infant School:

- 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 below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information that is made proactively available.
- To make this publication scheme available to the public.

2. Classes 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 our 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 authority.

2.7 The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- 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 archive storage or is difficult to access for similar reasons.

3. The Method By Which Information Published Under This Scheme Will Be Made Available

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on our website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only 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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will 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 this 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. ***See Appendix 1.***

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the 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 or schedules of fees which is readily available to the public.

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 provision of the information.

5. Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. Contact Details

Information is available on our website: www.ellington-infant.kent.sch.uk

If you require a paper version of any information or want to ask whether information is available, please contact the school by telephone, email or letter. Contact details are set out below.

Email: office@ellington-infant.kent.sch.uk Tel: 01843 591638

Address: Ellington Infant School, High Street, St. Lawrence, Ramsgate, Kent, CT11 0QH.

To help us process your request quickly, please clearly mark any correspondence.

“PUBLICATION SCHEME REQUEST”

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

APPENDIX 1

GUIDE TO INFORMATION AVAILABLE FROM ELLINGTON INFANT SCHOOL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained (hard copy and/or website)
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website

Information to be published	How the information can be obtained (hard copy and/or website)
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Website
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	HT - Website GB – Hard copy
School curriculum	Website
PPG	Website
Staffing structure	Hard copy
School session times and term dates	Website
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) Current and previous financial year as a minimum	(hard copy and/or website)
Annual budget plan and financial statements	Hard Copy
Capitalised funding	Hard Copy
Additional funding	Hard Copy
Procurement and projects	Hard Copy
Pay policy	Hard Copy
Staffing and grading structure	Hard Copy
Governors' allowances	Hard Copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)
School profile - Government supplied performance data - The latest Ofsted report - Summary - Full report	Website

Information to be published	How the information can be obtained (hard copy and/or website)
Appraisal policy and procedures adopted by the governing body.	Hard Copy
School's improvement priorities	Hard Copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Website
Agendas of meetings of the governing board and (if held) its sub-committees	Hard Copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)
School policies including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies	Hard Copy
Pupil and curriculum policies/statements, including: • Home-school agreement • Sex education • Special educational needs • Accessibility • Positive relationship	Website

Information to be published	How the information can be obtained (hard copy and/or website)
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	Website
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard Copy
Disclosure logs	Hard Copy
Asset register	Hard Copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Website
Out of school clubs	Website
School publications	Website
Services for which the school is entitled to recover a fee, together with those fees	Website
Leaflets books and newsletters	Website
Additional Information	

Information to be published	How the information can be obtained (hard copy and/or website)
This will provide schools with the opportunity to publish information that is not itemised in the lists above	

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 25p per sheet (black & white)	Actual cost *
	Photocopying/printing @ £1 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority.