

BOURN CHURCH OF ENGLAND PRIMARY ACADEMY

FREEDOM OF INFORMATION PUBLICATION SCHEME



ICO Publication Scheme
HR/Admin & Communications
December 2019

1. Introduction

- 1.1. This is Bourn Primary Academy's Publication Scheme on information available under the Freedom of Information Act 2000. The Governing Body is responsible for the maintenance of this scheme.

2. Model Publication Scheme from the Information Commissioner's Office

- 2.1. This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.
- 2.2. This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 2.3. The scheme commits an authority:
- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
 - to specify the information which is held by the authority 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 authority makes available under this scheme;
 - to produce a schedule of any fees charged for access to information which is made proactively available;
 - to make this publication scheme available to the public;
 - to publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form

that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

3. Classes of information

3.1. Who we are and what we do.

3.1.1. Organisational information, locations and contacts, constitutional and legal governance.

3.2. What we spend and how we spend it.

3.2.1. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3.3. What our priorities are and how we are doing.

3.3.1. Strategy and performance information, plans, assessments, inspections and reviews.

3.4. How we make decisions.

3.4.1. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

3.5. Our policies and procedures.

3.5.1. Current written protocols for delivering our functions and responsibilities.

3.6. Lists and registers.

3.6.1. Information held in registers required by law and other lists and registers relating to the functions of the authority.

3.7. The services we offer.

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

3.8. 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.

4. The method by which information published under this scheme will be made available

- 4.1. The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 4.2. Where it is within the capability of a public authority, information will be provided on a 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, a public authority will indicate how information can be obtained by other means and provide it by those means.
- 4.3. 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.
- 4.4. 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.
- 4.5. 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.

5. Charges which may be made for information published under this scheme

- 5.1. 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 authority for routinely published material will be justified and transparent and kept to a minimum.
- 5.2. Material which is published and accessed on a website will be provided free of charge.
- 5.3. Charges may be made for information subject to a charging regime specified by Parliament.
- 5.4. Charges may be made for actual disbursements incurred such as:
 - photocopying;
 - postage and packaging;
 - the costs directly incurred as a result of viewing information.
- 5.5. 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.
- 5.6. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

5.7. 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.

6. Written requests

6.1. 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.

7. How to request information from Bourn Primary Academy

7.1.1. All requests for information from Bourn Primary Academy 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 enquirer's name and correspondence address. Once a request has been received in writing you will have the statutory right to receive the information within 20 (twenty) working days. Working days refers to term time only as contained in the Statutory Instrument 3364. The contact details are set out below, or you can visit our website.

Website: www.bournprimary.co.uk
Email : office@bourn.cambs.sch.uk
Contact address: Bourn Primary Academy
Riddy Lane
Bourn
Cambridgeshire
CB23 2SP

7.2. To help us process your request quickly, please clearly mark any correspondence "FREEDOM OF INFORMATION SCHEME REQUEST".

7.3. If the information you are looking for is not available via the scheme and is not on our website, you can still write to the School 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.

8. Paying for information

8.1. Most of the information covered by this publication is provided free of charge from Bourn Primary Academy via our website unless stated otherwise in Section 12. If you do not 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.

8.2. If we intend to charge, we will let you know 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.

9. Schedule of Charges from Bourn Primary

- 9.1. 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.
- 9.2. Bourn Primary will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

10. Key personnel

- 10.1. Any member of Bourn Primary Academy can accept a request for information as long as it fulfils the criteria set out in Section 7. The request for information must be forwarded to the Head Teacher as soon as possible. The Governing Body is responsible for ensuring a policy is in place and its effectiveness is monitored.
- 10.2. The School Administrator is responsible for recording the requests for information, the action taken and the responses made. The Head Teacher 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.

11. Feedback and Complaints

- 11.1. Bourn Primary Academy welcomes 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 in relation to the Freedom of Information Publication scheme, then initially this should be addressed to the Head Teacher.
- 11.2. If the complaint cannot be resolved by the Head Teacher, it can be referred to the Chair of Governors. Correspondence should be sent to the school.
- 11.3. 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

Website: www.informationcommissioner.gov.uk

12. Guide to information available from Bourn Church of England Primary Academy under the ICO model publication scheme

The School website is www.bournschool.co.uk

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)		
This will be current information only		
Who's who in the school	www.bournschool.co.uk/bourn-primary-school/members-of-staff/	Free
Who's who on the Governing Body and the basis of their appointment	www.bournschool.co.uk/bourn-primary-school/governor-information/	Free
Articles of Association	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/	Free
Contact details for the Head teacher and for the Governing Body, via the school (named contacts where possible)	www.bournschool.co.uk	Free
Governor Annual Report (included within audited annual accounts)	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Hard Copy Contact the School	Free 10p/sheet
Staffing structure	www.bournschool.co.uk/bourn-primary-school/members-of-staff/	Free
School session times and term dates	http://www.bournschool.co.uk/school-office/starting-school/ http://www.bournschool.co.uk/assemblies/term-dates/	Free
Address of School and contact details, including email address	http://www.bournschool.co.uk/bourn-primary-school/contact-us/	Free
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 & Previous financial year		
Annual Budget plan & Financial Statements	<i>Financial Statements:</i> www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Hard copy Contact School Office <i>Annual Budget Plan:</i> Available for inspection, Contact School Office	Free 10p/sheet

Information to be published	How the information can be obtained	Cost
Capital Funding (included in financial statements)	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Hard copy Contact School Office	Free 10p/sheet
Financial audit reports	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Hard copy Contact School Office	Free 10p/sheet
Funding Agreements	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Hard copy Contact School Office	Free 10p/sheet
Details of expenditure items over £2000	Available for inspection, Contact School Office	
Procurement & Contracts: <ul style="list-style-type: none"> • Policy • Details of contracts formally tendered 	Hard Copy Contact School Office	10p/Sheet
Pay Policy	Hard Copy Contact School Office	
Staff Allowances and Expenses <ul style="list-style-type: none"> • Travel and Subsistence Policy 	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Hard copy Contact School Office	Free 10p/sheet
Staffing and grading structure <ul style="list-style-type: none"> • Organisation and grading structure – within Pay Policy • Pay scales – within Pay Policy • Details of all salaries above £60,000 – in Financial Statements 	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Hard copy Contact School Office	Free 10p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors (Governor Annual Report)	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Hard copy Contact School Office	Free 10p/sheet

Information to be published	How the information can be obtained	Cost
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		
School profile <ul style="list-style-type: none"> Performance data supplied to the English Government or a direct link to the data The latest Ofsted report 	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/	Free
Performance management policy and procedures adopted by the Governing Body <ul style="list-style-type: none"> Appraising performance and dealing with capability issues policy 	Available for inspection, Contact School Office	10p/sheet
The School's future plans: <ul style="list-style-type: none"> School Development Plan 	Hard copy Contact School Office	10p/sheet
Safeguarding and Child Protection Policy	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Hard copy Contact School Office	Free 10p/sheet
Class 4 – How we make decisions (Decision-making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Current: www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Hard copy for past copies	Free 10p/sheet
Agendas and minutes of meetings of the Governing Body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Available for inspection, Contact School Office	Free

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ol style="list-style-type: none"> 1. Charging and Remissions Policy 2. Health, Safety and Welfare Policy 3. Complaints Policy 4. Freedom of Information Policy 5. Equality and Diversity Policy 6. IT Acceptable Use & Online Safety Policy 7. Code of Conduct 8. Staff Grievance Policy 	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Policies 1 to 7 only Hard copy 1 to 7 Contact School Office Policy 8 Available for inspection, Contact School Office	Free 10p/sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-School Policy • Feedback and Marking Policy • SEND Policy • Positive Behaviour Policy • Inclusion Policy • Relationship and Sex Education Policy • Accessibility Plans • Equality and Diversity Policy 	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> • Data protection (including information sharing policies) • Information security policies • Records retention, destruction and archive policies 	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/ Further GDPR policies/procedures available for inspection, Contact School Office	Free
Charging regimes and policies	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/	

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers		
Currently maintained lists and registers only (does not include the attendance register)		
Disclosure log	Inspection Only, Contact School Office	Free
Asset register	Inspection Only, Contact School Office	Free
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Inspection Only, Contact School Office	Free
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		
Extra-curricular activities	Information available from the School Office	Free
Out of school clubs	Information available from the School Office	Free
Services for which the school is entitled to recover a fee, together with those fees: <ul style="list-style-type: none"> • Charging and Remissions Policy 	www.bournschool.co.uk/bourn-primary-school/reports-and-policies/	Free
School publications, leaflets, books and newsletters	www.bournschool.co.uk	Free
Additional Information	www.bournschool.co.uk	Free