



## **Policy Reference P02** **Freedom of Information Policy**

Every school within Cumbria Futures Federation aims to provide a safe and hardworking environment where every child can be successful, whatever their abilities.

<b>Version No</b>	<b>Author/Owner</b>	<b>Date Written</b>	<b>Note of amendments made</b>
01-2018	JR	August 2018	New policy created from model policy plus elements from Beacon Hill and Solway's existing policies
01-2020	JR	December 2020	Inclusion of RHS into Federation policy. Updates per statutory requirements.
01-2021	JR	December 2021	Removal of RHS and sense check.

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### **This is Cumbria Futures Federation’s Publication Scheme on information available under the Freedom of Information Act 2000**

*The governing body of the Federation is responsible for maintenance of this scheme and this policy applies to all schools within the Federation.*

## **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 this end, we have fully adopted the Information Commissioner’s Model Publication Scheme available at <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>.

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 available in paper form and is increasingly available to you on our website to download and print off.

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**

Our Federation seeks to create a happy working environment where pupils and students can:

- develop inquiring minds and the ability to question, discuss and apply themselves to tasks;
- develop confidence, responsibility and open mindedness;
- achieve their potential academically, physically, socially, morally and creatively;
- appreciate and respect their environment;
- become helpful and active members of the community.

Where staff can:

- communicate and teach effectively;
- work to create a pleasant environment;
- feel committed to cross curricular co-operation;
- develop and achieve their potential.

Where governors can:

- be interested and active members of the school;
- liaise with staff;
- support the aims above;
- keep parents informed and encourage dialogue.

Where parents can:

- be fully informed about the progress of their children;
- play an active part in the life of the school;
- visit school and talk to the Head or staff on any school day.

**and 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'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into the following broad topic areas:

- *Who we are and what we do* – this information is generally to be found on our school website.
- *What we spend and how we spend it* – this information is available on request.
- *What our priorities are and how we are doing* – information published in the School Profile on our website and in various governing body documents.
- *How we make decisions* – information about decision making processes and records of decisions, usually in governing body and other non-private minutes of meetings where our GDPR Policy allows.
- *School policies and procedures* - policies that relate to students, the school curriculum and other policies that are required by statute.
- *Lists and registers* – available by inspection, where our GDPR Policy allows
- *The services we offer* - information about extra-curricular activities and out of school clubs as well as school publications.

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

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below, or you can visit our school websites at [www.solwayschool.co.uk](http://www.solwayschool.co.uk) and [www.beaconhill.cumbria.sch.uk](http://www.beaconhill.cumbria.sch.uk)

Email: [office@solway.cumbria.sch.uk](mailto:office@solway.cumbria.sch.uk) or [beaconhill@beaconhill.cumbria.sch.uk](mailto:beaconhill@beaconhill.cumbria.sch.uk)

Tel: 016973 31234 or 20509

Contact Address: **Cumbria Futures Federation c/o Solway Community School, Liddell Street, Silloth on Solway, Wigton Cumbria CA7 4DD**

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 and isn’t on our website, you can still contact any school within our Federation to ask if we have it.

## 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Single hard or soft copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Information Currently Published

- *Who we are and what we do* – this information is generally to be found on our school website.
- *What we spend and how we spend it* – this information is available on request.
- *What our priorities are and how we are doing* – information published in the School Profile on our website and in various governing body documents.
- *How we make decisions* – information about decision making processes and records of decisions, usually in governing body and other non-private minutes of meetings where our GDPR Policy allows.
- *School policies and procedures* - policies that relate to students, the school curriculum and other policies that are required by statute.
- *Lists and registers* – available by inspection, where our GDPR Policy allows
- *The services we offer* - information about extra-curricular activities and out of school clubs as well as school publications.

Class	Description
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<p><b>Who we are and what we do</b></p>	<p>On our website we will publish:</p> <ul style="list-style-type: none"> <li>• Organisational structure, locations and key contacts including</li> <li>• Who is who in the school</li> <li>• Who is who on the Governing Body</li> <li>• Contact details of the Headteacher and for the Governing Body</li> <li>• School session times and term dates</li> <li>• Annual report of the Governing Body</li> </ul> <p>We will also make available in soft or hard copy on request:</p> <ul style="list-style-type: none"> <li>• Instrument of Government</li> </ul>
<p><b>What we spend and how we spend it</b></p>	<p>We will make available in soft or hard copy on request:</p> <ul style="list-style-type: none"> <li>• Annual budget plan and financial statements</li> <li>• Capital funding</li> <li>• Financial audit reports</li> <li>• Details of expenditure items over £2000</li> <li>• Information about procurement and contracts we have entered into</li> <li>• Pay policy</li> <li>• Staff allowances and expenses that can be incurred or claimed, with totals paid to individual Senior Staff Members by reference to categories</li> <li>• Staffing, pay and grading structure in bands of £10000 (for senior staff) and by salary range (for junior posts)</li> <li>• Governors allowances that can be incurred or claimed, and a record of total payments made to individual governors.</li> </ul>
<p><b>What our priorities are and how we are doing</b></p>	<p>We will publish on our website:</p> <ul style="list-style-type: none"> <li>• Our school profile and a link to performance data about our school</li> <li>• Our latest Ofsted report</li> <li>• Any post-inspection Action Plan</li> <li>• Any proposals for and consultation on the future of the school</li> <li>• Safeguarding and child protection information</li> </ul> <p>We will make available in hard or soft copy on request:</p> <ul style="list-style-type: none"> <li>• Performance management policy and procedures</li> </ul>
<p><b>How we make decisions</b></p>	<p>We will publish on our website:</p> <ul style="list-style-type: none"> <li>• Admissions policy (as a link to the Local Authority Schools Admissions website)</li> </ul> <p>We will make available in hard or soft copy on request:</p> <ul style="list-style-type: none"> <li>• Agenda and minutes of the Governing Body and committees (excluding information that is properly regarded as private to the meetings)</li> </ul>

<b>Our policies and procedures</b>	<p>We will publish on our website:</p> <ul style="list-style-type: none"> <li>• Those policies and procedures that we are required to publish</li> <li>• Our procedure for handling information requests</li> <li>• Our data protection (GDPR) policy</li> <li>• Charging regimes</li> </ul> <p>We will make available in hard or soft copy on request:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> </ul>
<b>Lists and Registers</b>	<p>We will make available for inspection:</p> <ul style="list-style-type: none"> <li>• Currently maintained lists and registers (as our data protection GDPR policy allows)</li> <li>• Curriculum circulars and statutory instruments</li> <li>• Disclosure logs</li> <li>• Asset register</li> <li>• Any information the school is currently legally required to hold in publicly available registers.</li> </ul>
<b>The services we offer</b>	<p>We will publish on our website:</p> <ul style="list-style-type: none"> <li>• Information about extra-curricular activities and out of school clubs</li> </ul>

**Our websites are available at** (www.solwayschool.co.uk, www.beaconhill.cumbria.sch.uk)

## 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 if you require further assistance or wish to make a complaint then initially this should be addressed to

***The Headteacher, Cumbria Futures Federation, c/o Solway Community School, Liddell Street, Silloth on Solway, Wigton, Cumbria CA7 4DD***

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint 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)