

The Weald Federation

Of Five Ashes, Frant, Mark Cross and Mayfield Church of England Primary Schools



With God's love we grow and learn together

With God's love we grow and learn together to inspire every child and adult to flourish within our community. Through our Christian ethos, excellent teaching and shared learning, we aim to encourage everyone to discover who they are in relation to God, the world and others. This is in order to prepare for, and positively contribute to, our ever changing and diverse world

Freedom of Information guide

Led by:	Joanna Challis and Jo Warren (EHTs)
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Approved by:	FGB
ESCC policy / school	ESCC



The Governing Board is responsible for the maintenance of this policy.

Introduction:

What is a publication scheme and why has it 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.

Publication Scheme

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. Under this scheme, The Weald Federation is required to make information available to the public as part of its normal business activities.

The Information Commissioner's Office (ICO) expects schools to make the information in the publication scheme available unless:

- The school does not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- The information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, the school should provide details of where to obtain it.

Guide to Information

In addition to the publication scheme, the ICO also requires schools to have a 'Guide to Information', to 'publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The Guide to Information sets out:

- Classes of information published under the scheme;
- How this information can be obtained; and
- Any associated cost.

The Guide

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	Hard copy through the school office or the school website	Free
• Instrument of Government The Instrument of Government is the document which records the name and category of the school and the name and constitution of its Governing Body. • Governing Body The names, and contact details of the Governors are available and the basis on which they have been appointed. Information about and duties of the governors	Hard copy through the school office or the school website	Free
• School session times and term dates Details of school session times and dates of school terms and holidays. • School prospectus The contents of the school prospectus (if any). An outline of the school curriculum. • Location and contact information The address, telephone number and website for the school together with the names of key personnel.	Hard copy through the school office or the school website	Free
Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.	Hard copy through the school office	Free
• Annual budget plan and financial statements Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns. • Capital funding Details of the capital funding allocated to the school together with information on related building projects and other capital projects. • Financial Audits reports • Details of expenditure items over £5,000 • Additional Funding Income generation schemes and other sources of funding. • Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. • Governors' allowances Details of allowances and expenses that can be claimed or incurred.	Hard copy through the school office	Free

Information to be published	How the information can be obtained	Cost
• Pay policy The statement of the school's policy and procedures regarding teachers' pay. • Staff pay Details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range • Staff allowances and expenses Details of what can be incurred or claimed, with totals paid to individual senior staff members • Governors' allowances Details of allowances and expenses that can be claimed or incurred. • Procurement and contracts entered into • Details of any premiums we receive such as Pupil premium.		
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 through the school office or the school website	Free
• School profile Government-supplied performance data Summary of latest Ofsted report* The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community. (* the full Ofsted report is also available.) • Performance management information Performance management policy and procedures adopted by the governing body. • Schools future plans Any major proposals for the future of the school involving, for example, consultation or a change in school status. • Safeguarding The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State. • Impact assessments Data Protection impact assessments (in summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc)	Hard copy through the school office or the school website	Free

Information to be published	How the information can be obtained	Cost
Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard copy through the school office	Free
Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) if this information is held by the school. Minutes of meetings of the Governing body and its sub-committees Approved minutes will be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting	Hard copy through the school office or the school website	Free
Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	Hard copy through the school office or the school website	Free
School policies This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests. Pupil and Curriculum policies This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship and pupil discipline. Records management and personal data policies This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies. Equality and Diversity This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities. Policies and procedures for the recruitment of staff If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available. Charging regimes and policies Details of any statutory charging regimes will be provided.	Hard copy through the school office or the school website	Free
Class 6 - Lists and registers Currently maintained list and registers only.	Hard copy through the school office	Free
Curriculum circulars and statutory instruments		

Information to be published	How the information can be obtained	Cost
Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum. • Disclosure logs Disclosure logs can be made available on request. • Asset register Some information from capital asset registers will be made available. • CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf • Any information the school is currently legally required to hold in publicly available registers.	Hard copy through the school office	Free
Class 7 - The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	Hard copy through the school office or the school website	Free
Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees • Leaflets, booklets and newsletters.	Hard copy through the school office or the school website	Free

How to request information.

If you require a paper version of any of the documents within the scheme, please contact the schools by telephone, email, fax or letter. Contact details are set out below.

Email	Telephone Number	Address
frantoffice@thewealdfederation.org	01892 750243	Church Lane, Frant, East Sussex. TN3 9DX.
markcrossoffice@thewealdfederation.org	01892 852866	Mark Cross, Crowborough, East Sussex. TN6 3PJ.
mayfieldoffice@thewealdfederation.org	01435 873185	Fletching Street, Mayfield, East Sussex TN20 6TA
fiveashesoffice@thewealdfederation.org	01825 830395	A267, Five Ashes, Mayfield, East Sussex TN20 6HY

To help us process your request quickly, please mark any correspondence "PUBLICATION SCHEME REQUEST".

Where the information falls outside of the scope of the publication scheme, an official request should be made under the Freedom of Information Act 2000 or Environmental Information regulations 2004.

Please send any requests for information to us, labelled 'Request for Information' to the relevant school office above.

A formal request should:

- Be dated
- Be in writing – either in a letter or email – if it is a FOIA request
- Be in writing or made by telephone if it is an EIR request
- Include the requester's name and an address for correspondence. In some cases, it may be necessary to provide proof of ID.
- Describe the information being requested. If the description is not sufficiently accurate this can cause delays in the response or in some cases it may not be possible to respond if we do not receive sufficient clarification.

Paying for information.

Information published on our websites will be free, although you may incur costs from your internet service provider. If you do not have internet access, you will be able to access our website using a local library or an internet café.

Single copies of information covered by this publication are usually provided free. However, 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.

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 school secretary.

If you are not satisfied with the assistance that you get or 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 Commissioners 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's Office
Wycliffe House
Water Lane, Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate)

Website: www.ico.gov.uk