



**PERIVALE**  
PRIMARY SCHOOL

## Freedom of Information Act Publication Scheme

Committee with oversight for this policy – Management Committee	
Policy to be approved by the Headteacher	07/10/2016
Policy last reviewed by the Management Committee	07/10/2016
Policy last ratified and adopted by Full Governing Body (if appropriate)	N/A
Policy / Document due for review	Autumn 2020

# Perivale Primary School Freedom of Information Act Publication Scheme

## **1. Introduction**

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme from 1 January 2009. The Information Commissioner's Office (ICO) developed a model policy and publication scheme for schools, which was adopted by Perivale Primary School. The policy will be reviewed regularly as part of the school's policy review program.

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>

The policy commits the school to "produce and 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". This "Guide to Information" is outlined below.

## **2. Information included in the guide to information**

The guide includes a list of the information that the school holds, how it will make the information routinely available, how the information can be accessed, whether or not a charge will be made for it and if so, what the cost will be. A copy of the FOIA policy is kept in the school office and is on the school website.

## **3. Fees and charging**

Information through the school's publication scheme is readily available. It can be accessed through the school website at no charge or through the school office at a low charge. These charges are made for activities such as printing, photocopying and postage as well as information that the school is legally authorised to charge for. Anyone requesting information will be informed of any charge before the information is provided. The school may ask for payment before providing the information. Should the school receive a FOI request which requires significant staff time to prepare and compile the information a charge will be levied for time.

## **4. FOI requests and the publication scheme**

It is important to note that the school's publication scheme sets out the information that is routinely available. Information that is not listed in the guide to information may still be requested and will be made available unless it can be legitimately withheld. Requests for information should be made to the Head Teacher or School Business Manager.

## **5. More information**

Further information on freedom of information, can be found on the Information Commissioner's Office (ICO) website:

**WWW:** [www.ico.gov.uk](http://www.ico.gov.uk)

## **6. FOIA Disclosure Log maintained by Schools Business Manager**

<b>Record of FOIA Requests</b>				
<b>Date</b>	<b>FOIA Request</b>	<b>Member of Staff</b>	<b>Cost/payment received</b>	<b>Date of completion</b>

**Guide to information available from Perivale Primary School under the Freedom of Information publication scheme. CLASS 1**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Who we are and what we do</b> (This includes organisational information, structures, locations and contacts etc)	Perivale Primary School Federal Road, Perivale, UB6 7AP <b>Telephone:</b> 020 8997 0619 <b>Email:</b> <a href="mailto:admin@perivale.ealing.sch.uk">admin@perivale.ealing.sch.uk</a>	
Who's who in the school	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	10p/sheet
Who's who on the governing body and the basis of their appointment	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	10p/sheet
Instrument of Governance	<b>Hard copy</b> Contact school office	10p/sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address, if used)	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	10p
School prospectus	<b>Hard copy</b> Contact School office	Free
Staffing structure	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	10p/sheet

**Guide to information available from Perivale Primary School under the Freedom of Information publication scheme. CLASS 2**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>What we spend and how we spend it</b> (This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year)		
Annual budget plan and financial statements	<b>Hard copy</b> Contact school office	10p/sheet
Capitalised funding	<b>Hard copy</b> Contact school office	10p/sheet

Procurement and projects	<b>Hard copy</b> Contact school office	10p/sheet
Pay policy	<b>Hard copy</b> Contact school office	10p/sheet
Staffing and grading structure	<b>Hard copy</b> Contact school office	10p/sheet
Governors' allowances	<b>Hard copy</b> Contact school office	

**Guide to information available from Perivale Primary School under the Freedom of Information publication scheme. CLASS 3**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>What our priorities are and how we are doing</b> (This includes the school's strategies and plans, performance indicators, audits, inspection and reviews etc)	<b>Hard copy</b> Contact school office	
School profile: <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	10p/sheet
Performance management policy and procedures adopted by the governing body.	<b>Hard copy</b> Contact school office	10p/sheet
Schools future plans (School Improvement Plan)	<b>Hard copy</b> Contact school office	£2.00

**Guide to information available from Perivale Primary School under the Freedom of Information publication scheme. CLASS 4**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>How we make decisions</b> (This includes information on decision making processes and records of decisions for the current and previous three years)	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	
Admissions policy/decisions (not individual admissions decisions)	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	10p/sheet
Agendas of meetings of the governing body and (if held) its sub-	<b>Hard copy</b> Contact school office	10p/sheet

committees	<b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	
Minutes of meetings (as above) – please note that this will exclude information that is properly regarded as private to the meetings	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	10p/sheet

**Guide to information available from Perivale Primary School under the Freedom of Information publication scheme. CLASS 5**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Our policies and procedures</b> (This includes the school’s current written protocols, policies and procedures for delivering our services and responsibilities. The school has a policy file which includes an overview of all of these policies and procedures and their review timetable.) The school also runs visitor mornings each half term and will provide visitors with copies of policies on request.	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	
School policies including: <ul style="list-style-type: none"> <li>• Acceptable Use of the Internet and ICT Policy</li> <li>• Art and Design Policy</li> <li>• Assessment, Recording and Reporting Policy</li> <li>• Charging and Remissions Policy</li> <li>• Collective Worship/Assembly Policy</li> <li>• Complaints Procedure</li> <li>• Display Policy</li> <li>• English Policy</li> <li>• Equal Opportunities and Racial Equality Policy</li> <li>• Finance Procedures/FMSIS</li> <li>• First Aid Procedures</li> <li>• Food Policy</li> <li>• Foundation Stage policy</li> <li>• Health and Safety and Emergency Plan</li> <li>• Home-school agreement and Home School Policy</li> <li>• Homework policy</li> <li>• Information request handling policy</li> <li>• Language and Communication Policy</li> <li>• Lettings Agreement</li> <li>• Music Policy</li> <li>• Numeracy Policy</li> <li>• Personnel Policy</li> <li>• Physical Education Policy</li> <li>• PSHE and Citizenship Policy</li> <li>• School Travel Plan</li> </ul>	<b>Hard copy</b> Contact school office	10p/sheet

<ul style="list-style-type: none"> <li>• Pupil Behaviour and Anti-Bullying Policy</li> <li>• Religious Education Policy</li> <li>• School Access Plan and Disability Equality Scheme Policy</li> <li>• Science Policy</li> <li>• Secondary Transfer Policy</li> <li>• Sex Education Policy</li> <li>• Smoking Policy</li> <li>• Special Educational Needs</li> <li>• Staff Absence and Cover Policy</li> <li>• Staff Conduct Policy</li> <li>• Staff Development and Performance Management Policy</li> <li>• Staff Discipline Procedure</li> <li>• Staff Grievance Procedure</li> <li>• Staff Recruitment Policy</li> <li>• Staffing Structure</li> <li>• Staff Probationary Guidelines</li> <li>• Teaching and Learning Policy</li> </ul>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Data protection (including information sharing policies)</li> </ul>	<b>Hard copy</b> Contact school office	10p/sheet

**Guide to information available from Perivale Primary School under the Freedom of Information publication scheme. CLASS 6**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 6 – Lists and Registers</b> (This includes currently maintained lists and registers only)		
Curriculum circulars and statutory instruments	This information may only be available by inspection	N/A
FOI Disclosure logs	This information may only be available by inspection by approved agencies	N/A
Asset register	This information may only be available by inspection by approved agencies	N/A
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	This information may only be available by inspection by approved agencies	N/A

**Guide to information available from Perivale Primary School under the Freedom of Information publication scheme. CLASS 7**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>The services we offer</b> (This includes current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	10p/sheet
Out of school clubs	<b>Hard copy</b> Contact school office <b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	10p/sheet
School publications	<b>Hard copy</b> Contact school office	10p/sheet
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard copy</b> Contact school office	10p/sheet
Leaflets books and newsletter	<b>School Website</b> <a href="http://www.perivale.ealing.sch.uk">www.perivale.ealing.sch.uk</a>	Free

### **Schedule of Charges**

This describes the basis on which the above charges have been made and how they are calculated.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Statutory Fee</b>	This includes all costs for photocopying and postage of documents (see below)	In accordance with the relevant legislation (FOI Act 2005)
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black and white)	Actual cost * (8p per sheet)
	Photocopying/printing @ 20p per sheet (colour)	Actual cost * (19p per sheet)
	Photocopying/printing a report (black and white) @ £2.00 per report	Cost of photocopying and administration
	Postage: (standard small envelope) (C5/A4 envelope)	Actual cost of Royal Mail standard 2 <sup>nd</sup> class