

# Freedom of Information Publication Scheme



*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>Committee responsible:</b>	FGB
<b>Policy originator:</b>	Surrey County Council
<b>Date approved:</b>	Spring 2025
<b>Review period:</b>	2 years
<b>Next review date:</b>	Spring 2027

**This is St Peter's C of E Infant School's Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.**

The governing body is responsible for maintenance of this scheme.

**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 format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the format in which the information will be made available and
- whether the information is available free of charge or on payment.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form obtainable from the school.

Some information, which we hold, may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

**2. Aims of our school**

At St Peter's School we are a caring Christian community where everyone feels valued, safe and adopts an "I can" attitude. All we do is underpinned by our Christian values which mean we celebrate individuality and achievements through mutual respect and high aspirations. We believe that each one of us has the ability to achieve our highest potential and dreams, through a journey of life-long learning.

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'.

The classes of information that we undertake to make available are organised into four broad topic areas. See Appendix 2.

**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, or letter. Contact details are set out below.

tel: **01883 712439**

Email: [info@stpetersinfant.org](mailto:info@stpetersinfant.org)

Address: St Peter's CofE Infant School. Tandridge Lane. Tandridge. Surrey RH8 9NN.

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

**“FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and it isn’t on our website you can still contact the school 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 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 considerable amount of photocopying or printing (20 or more copies), 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.

**6. Applying Exemptions**

A full list of exemptions can be found at the Information Commissioner’s website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector.

The decision to apply absolute exemptions should not be taken by individual members of staff but should be made by a constituted group of at least three of the following: Chair of Governors, other Governors, Headteacher, Deputy Headteacher.

Even if the group decides information should not be disclosed, a public interest test should be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.

Advice should be sought from Learning and Culture’s Data Protection and Freedom of Information Manager or Legal Services if there is any doubt as to whether information should be disclosed.

**7. Logging Requests Received**

St Peter’s CofE Infant School will keep a record (See Appendix 1) of all requests received for monitoring purposes, noting:

- the date the request was received,
- name and contact details of the person or organisation making the request,
- the date the request was fulfilled or refused,
- the reason for any exemption being applied,
- the reason for any failure to meet the 20-day deadline.

**Signed:**

**Chair of Governors** .....

**Date** .....

## APPENDIX 1 Freedom of Information Request Log

Date the request was received	Name & contact details of the person / organisation making the request	The date the request was fulfilled / refused	The reason for any exemption being applied	The reason for any failure to meet the 20 day deadline

## APPENDIX 2

### Guide to the Information available from St Peter's C. E. Infant School      How information can be obtained      Cost

#### Information to be published

##### ***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 school	School website, school prospectus	N/A
Who's who on the governing body and the basis of their appointment	School website, school noticeboard	N/A
Instrument of government	Hard copy on request from the school office	20p
School prospectus	School website	N/A
Staffing Structure	School website	N/A
School session times and term dates	School website	N/A

##### ***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

Annual budget plan and financial statements	On request from the School Business Manager	10p per sheet
Capitalised funding	On request from the School Business Manager	10p per sheet
Additional funding	On request from the School Business Manager/Friends Meetings and Minutes	10p per sheet
Procurement and Projects	On request from the School Business Manager/FGB Minutes	10p per sheet
Pay Policy	Hard copy on request from the school office	10p per sheet
Staffing & Grading Structure	On request from the Headteacher	10p per sheet
Governors Allowances	Hard copy on request from the school office	10p per sheet

##### ***Class 3 – What are priorities are and how we are doing***

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

Government Supplied performance data	School website and in School Prospectus	N/A
Latest Ofsted Reports	School website, Ofsted website	N/A
Appraisal Policy and procedures adopted by the governing body	Copies available on request from school office	10p per sheet
School Future Plans	School Development Plan on website	N/A

##### ***Class 4 – How we make decisions***

(Decision making processes and records of decisions)

Current and previous three years as a minimum

Admissions Information (not individual admission decisions)	School website, School Prospectus	N/A
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