



# FREEDOM OF INFORMATION POLICY

## FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME

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. 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.
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 a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

#### 4. Classes of Information

- **Who we are and what we do**

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

- **What we spend and how we spend it**

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

- **What our priorities are and how we are doing**

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

## 5. **How we make decisions**

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

## 6. **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

## 7. **Lists and registers**

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

## 8. **The services we offer**

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

## 9. **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.

## **The method by which information published under this scheme will be made available**

10. The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
11. Where it is within the capability of a public authority, information will be provided on a website.
12. 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.
13. 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.
14. 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.
15. 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.

### **Charges which may be made for information published under this scheme**

16. 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.
17. Material which is published and accessed on a website will be provided free of charge.
18. Charges may be made for information subject to a charging regime specified by Parliament.
19. Charges may be made for actual disbursements incurred such as:
  - photocopying
  - postage and packaging
  - the costs directly incurred as a result of viewing information
20. 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.
21. 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 either regulations made under section 11B of the Freedom of Information Act or other enactments. Model publication scheme.
22. 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.

### **Written requests**

23. 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.

**APPENDIX A - Guide to information available from the Coppice Primary Partnership under the model publication scheme**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p><b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a></p> <p><b>Hard copy:</b> Contact either school office</p>	Free
Who's who in each school	<p><b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a></p> <p><b>Hard copy:</b> Contact either school office</p>	Free
Who's who on the Local Governing Body and the basis of their appointment	<p><b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a></p> <p><b>Hard copy:</b> Contact either school office</p>	Free
Annual report / Annual audited accounts / Memorandum of association / Articles of association / Names of charity trustees and members / Funding agreement	<p><b>Websites:</b></p> <p><a href="http://www.coppiceprimarypartnership.kent.sch.uk">www.coppiceprimarypartnership.kent.sch.uk</a>  <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or  <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a></p> <p><b>Hard copy:</b> Contact either school office</p>	Free
Contact details for the Executive Head teacher and for the Heads of Schools, Trustees and governing body, via the school (named contacts where possible).	<p><b>Websites:</b></p> <p><a href="http://www.coppiceprimarypartnership.kent.sch.uk">www.coppiceprimarypartnership.kent.sch.uk</a>  <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or  <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a></p> <p><b>Hard copy:</b> Contact either school office</p>	Free

School prospectus	<b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free
Staffing structure	<b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free
School session times and term dates	<b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free
Address of the trust and member schools, including contact details.	<b>Websites:</b> <a href="http://www.coppiceprimarypartnership.kent.sch.uk">www.coppiceprimarypartnership.kent.sch.uk</a> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free
<b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	<b>Hard copy:</b> Contact either school office	Free
Annual budget plan and financial statements	<b>Hard copy:</b> Contact either school office	Free

Capital funding	<b>Hard copy:</b> Contact either school office	Free
Financial audit reports	<b>Hard copy:</b> Contact either school office	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	<b>Hard copy:</b> Contact either school office	Free
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	<b>Hard copy:</b> Contact either school office	Free
Pay policy	<b>Hard copy:</b> Contact either school office	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	<b>Hard copy:</b> Contact either school office	Free
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	<b>Hard copy:</b> Contact either school office	Free

<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p><b>Hard copy:</b> Contact either school office</p>	<p>Free</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p><b>Websites:</b> <a href="http://www.coppiceprimarypartnership.kent.sch.uk">www.coppiceprimarypartnership.kent.sch.uk</a> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a></p> <p><b>Hard copy:</b> Contact either school office</p>	<p>Free</p>
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>No longer applicable</p> <p><b>Websites:</b> <a href="http://www.coppiceprimarypartnership.kent.sch.uk">www.coppiceprimarypartnership.kent.sch.uk</a> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a></p> <p><b>Hard copy:</b> Contact either school office</p>	<p>n/a</p> <p>Free</p>



Performance management policy and procedures adopted by the governing body.	<b>Hard copy:</b> Contact either school office	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<b>Hard copy:</b> Contact either school office	Free
Safeguarding and child protection policies	<b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous three years as a minimum	<b>Hard copy:</b> Contact either school office	Free
Admissions policy/decisions (not individual admission decisions) – where applicable	<b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	<b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free

<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p> <p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p><b>Websites:</b></p> <p><a href="http://www.coppiceprimarypartnership.kent.sch.uk">www.coppiceprimarypartnership.kent.sch.uk</a></p> <p><a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a></p> <p><b>Hard copy:</b> Contact either school office</p>	<p>Free</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p><b>Hard copy:</b> Contact either school office</p>	<p>Free</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p><b>Websites:</b></p> <p><a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a></p> <p><b>Hard copy:</b> Contact either school office</p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Inspection only</p>	<p>n/a</p>

Curriculum circulars and statutory instruments	<b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free
Disclosure logs	No longer applicable	n/a
Asset register	Inspection only	n/a
Any information the school is currently legally required to hold in publicly available registers	<b>Hard copy:</b> Contact either school office	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	<b>Websites:</b> <a href="http://www.coppiceprimarypartnership.kent.sch.uk">www.coppiceprimarypartnership.kent.sch.uk</a> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free

Extra-curricular activities	<b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free
Out of school clubs	<b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free
School publications, leaflets, books and newsletters	<b>Websites:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a> or <a href="mailto:www.coxheath@kent.sch.uk">www.coxheath@kent.sch.uk</a> <b>Hard copy:</b> Contact either school office	Free
<b>Additional Information</b>  This will provide schools with the opportunity to publish information that is not itemised in the lists above		

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 4p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 9p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* The actual cost incurred by the public authority

<p><b>Contact details:</b>  Coppice Primary Partnership  Loose Primary School, Loose Road  Maidstone  Kent  ME15 9UW  <b>Telephone:</b> 01622 743549  <b>Website:</b>  <a href="http://www.coppiceprimarypartnership.kent.sch.uk">www.coppiceprimarypartnership.kent.sch.uk</a></p>	<p><b>Contact details:</b>  Loose Primary School  Loose Road  Maidstone  Kent  ME15 9UW  <b>Telephone:</b> 01622 743549  <b>Website:</b> <a href="http://www.loose-primary.kent.sch.uk">www.loose-primary.kent.sch.uk</a></p>	<p><b>Contact details:</b>  Coxheath Primary School  Stockett Lane  Coxheath  Maidstone  Kent  ME17 4PS  <b>Telephone:</b> 01622 745553  <b>Website:</b> <a href="http://www.coxheath.kent.sch.uk">www.coxheath.kent.sch.uk</a></p>
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