



"Taking Pride in our Achievements"

Sandy Lane Primary School

Freedom of Information (FOI) Policy

Policy Revised	Spring 2016
Policy to be Reviewed	Spring 2018

For reference: 'Parents' refers to parents, guardians, carers, as applicable

Sandy Lane Primary School has developed the following policy to direct the information that we will provide to meet our obligations as per the Freedom of Information (FOI) Act, 2000.

What is the Purpose of this Policy?

This policy is intended to define the documents that the school will make available and the associated schedule of charges. Reference the Publication Scheme (Appendix 1).

The publication scheme will be followed unless:

- The school no longer holds the information
- The information is exempt under one of the FIO exemptions or Environment information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or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.

For the purposes of the Publication Scheme:

- W - indicates the school website www.sandylanebracknell.com
- G – access controlled Governor Virtual Office or GVO
- H – specific requests to be made for a printed/hardcopy version of the document(s)
- I – information is only available by inspection

Contact details:

All Type G and H requests should be made in writing to the School Office. These will be directed to the School Business Manager, Head Teacher and/or Clerk to the Governors, as appropriate. The requests will be subject to the schedule of charges (Appendix 1).

Sandy Lane Primary School
Sandy Lane
Bracknell
Berkshire
RG12 2JG

or secretary@sandylanebracknell.com

Policy reviewed Spring 2016
Policy to be reviewed Spring 2018

Appendix 1 - Freedom of Information Publication Scheme

Guide to information available from Sandy Lane Primary School

Information to be published	How the information can be obtained (H/G/W/I)	Cost*
Who we are and what we do		
Organisational information, structures, locations and contacts according to the current information available in the school		
Who's who in the school	W	nil
Who's who on the governing body and the basis of their appointment	W	nil
Instrument of Government	H	*
Contact details for the Head Teacher and for the governing body	W	nil
School prospectus being developed	W	nil
Governor Annual Report	H	*
Staffing structure	W	nil
School session times and term dates	W	nil
What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit based on the current and previous financial year		
Annual budget plan and financial statements	G	*
Capitalised funding	G	*
Additional funding	G	*
Procurement and projects	G	*
Pay policy	G	*
Staffing and grading structure	H	*
Governors' allowances	G	*

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Information to be published	How the information can be obtained (H/G/W/I)	Cost*
<p>What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews based on the current information available in the school</p>		
<p>School profile</p> <p>Government supplied performance data</p> <p>The latest Ofsted report</p> <p>- Summary</p> <p>- Full report</p>	W (link)	nil
School Vision and Aims	W	nil
School Mission Statement	W	nil
Performance management policy and procedures adopted by the governing body.	G	*
Schools Development Plan	G	*
Safeguarding and Child Protection	W	nil
Pupil Premium	W	nil
<p>How we make decisions</p> <p>Decision making processes and records of decisions based on the current academic year. Previous three year availability</p>		
Admissions policy/decisions (not individual admission decisions)	W	nil
Agendas of meetings of the governing body and its sub-committees	G	*
Minutes of meetings (as above) –this will exclude information that is regarded as confidential i.e. private to the meetings.	G	*

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Information to be published	How the information can be obtained (H/G/W/I)	Cost*
<p>Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p>		
<p>School policies including: being reviewed school year 2015/2016</p> <p>Charging and remissions policy</p> <p>Health and Safety</p> <p>Complaints procedure</p> <p>Staff conduct policy</p> <p>Discipline and grievance policies</p> <p>Staffing structure implementation plan</p> <p>Information request handling policy</p> <p>Equality and diversity (including equal opportunities) policies</p> <p>Staff recruitment policies</p>	W	nil
<p>Pupil and curriculum policies, including: being reviewed school year 2015/2016</p> <p>Home-school agreement</p> <p>Curriculum</p> <p>Sex education</p> <p>Special educational needs</p> <p>Accessibility</p> <p>Race equality</p> <p>Collective worship</p> <p>Careers education</p> <p>Behaviour</p>	W	nil
<p>Records management and personal data policies, including:</p> <p>Records retention destruction and archive policies</p> <p>Data protection (including information sharing policies)</p> <p>Confidentiality</p>	H	*
<p>Charging regimes and policies</p>	H	*

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Information to be published	How the information can be obtained (H/G/W/I)	Cost*
Lists and Registers		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	I	N/A
Disclosure logs	I	N/A
Asset register	I/G	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	I	N/A
The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Extra-curricular activities	W	nil
Out of school clubs	W	nil
School publications	W	nil
Services for which the school is entitled to recover a fee, together with those fees	W	nil
Leaflets, booklets and newsletters	W	nil

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*SCHEDULE OF CHARGES

This describes how the charges have been determined:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5 p per sheet (black & white)	Actual cost incurred
	Photocopying/printing @ 10 p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	In accordance with the relevant legislation	The school will clarify and pass on the charge, as directed.
Other	To a maximum charge of £10	As per Data Protection Policy