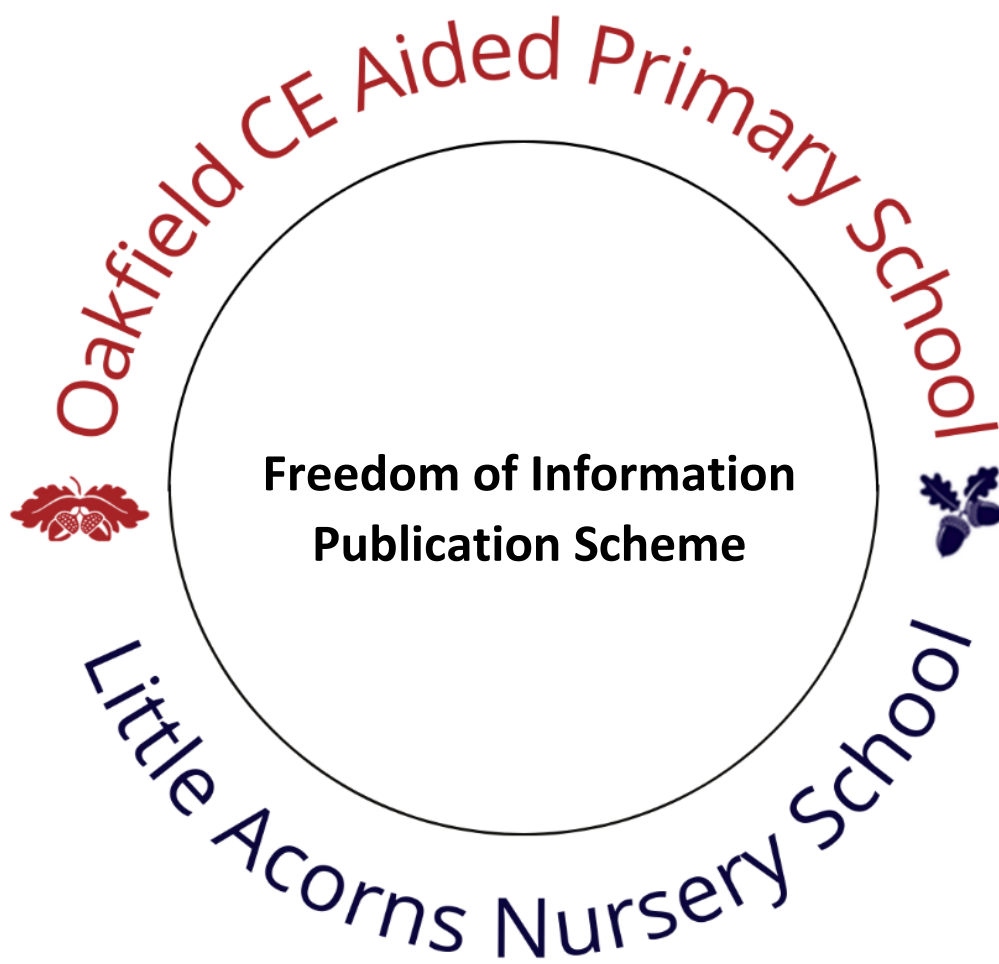




Date of Approval:	11 th July 2023
Committee/FGB	FGB
Responsible:	Vikki Reader – Headteacher
Review Date:	July 2026

Signed:

Chair of Governors

Signed:

Headteacher

Date: 11th July 2023

REVISION No:	Date issued:	Prepared by:	Approved by:	Comments:
2	11/07/23	TMT		No change. Minor typos corrected

All the governors and staff at Oakfield CE (Aided) Primary School are committed to sharing a common objective to help keep the children and staff of the school safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school. This policy should be read in conjunction with the school Safeguarding and Child Protection Policy which can be found on the school website.

Oakfield CE (Aided) Primary School – Freedom of Information (FOI) Publication Scheme

1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Oakfield CE (Aided) Primary School (the school) to make information available to the public as part of its normal business activities. The information covered is included in the classes information mentioned below, where this is information is held by the school.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information that is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with statements contained within this scheme
- To produce and publish methods by which 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 school 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

2. Classes of information

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional legal governance

2.2 What we spend and how we spend it

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

2.3 What our priorities are and how we are doing

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

2.4 How we make decisions

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

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities

2.6 Lists and registers

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

2.7 The services we offer

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

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

3.The method by which information published under this scheme will be made available

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on our website. 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, we will indicate how information can be obtained by others and provide it by those means.

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.

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.

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.

4. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges may be made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regimes specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are all in 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 schedule of fees which is readily available to the public.

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 the provisions of the information.

5. Written requests

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.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at:

www.oakfieldcepri.iow.sch.uk

Email: Office@oakfieldcepri.iow.sch.uk

Tel: 01983 563732

Contacts address: Oakfield CE Primary School, Appley Road, Ryde, Isle of Wight, PO33 1NE

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme (and is not on our website), you can still contact the school to ask if we have it.

7. **NOTE:** this model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

Freedom of Information Publication Scheme

Information to be published This includes datasets where applicable – please see “how to complete the Guide to Information”.	How the information can be obtained	Cost per Sheet
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	10p
Who’s who in the school	Hard Copy Website	10p Free
Who’s who on the governing body and the basis of their appointment	Hard Copy Website Public Minute File in School Office, view only	10p Free Free
Instrument of Government /Articles of Association	Hard Copy Website Public Minute file by request (view only)	10p Free Free
Contact details for the Headteacher and for the governing board (named contacts where possible)	Headteacher: Mrs Vikki Reader Email address: headteacher@oakfieldcepri.iow.sch.uk Tel.01983 563732 Governors. Via Clerk. Email: clerk@oakfieldcepri.iow.sch.uk	

Annual Report	Not Applicable	
Staffing structure	Hard Copy Website	10p Free
School session times and term dates	Website	Free
Address of school and contact details, including email address	Website	Free
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	(hard copy and/or website)	10p
Annual budget plan and financial statements	Hard Copy	10p
Capital funding	Not Applicable	
Pay policy	Website Hard Copy	Free 10p
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	Staff Expenses Policy available on website Hard copy	Free 10p
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior posts (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range	Local Authority HR Dept	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Governors Allowances Policy available on the website Hard copy	Free 10p
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 or website)	10p
Performance data supplied to the Government The latest Ofsted /Estyn/Education and Training Inspectorate report - Summary - Full report	Website link Website link Hard Copy	Free Free 10p
Performance management policy and procedure adopted by the governing body	Website Hard copy	Free 10p
Performance data or a direct link to it	Website link	Free

The school's future plans; for example, proposals and any consultation on the future of the school, such as a change in status	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	Per sheet
Admissions policy/decisions (not individual admission decisions)	Website Hard copy	Free 10p
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)	Hard Copy Public Minutes file by request (view only)	10p Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only As a minimum these must include policies, procedures and documents that the school is required to have by statute	(hard copy or website) Website Hard copy	Free 10p
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) • Charging & remissions policies	Website Hard Copy	Free 10p
Charging regimes and policies. 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.	Hard Copy Website Policy File in School Office, view only	10p Free Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	www.dfe.gov.uk	
Disclosure logs	Hard Copy	10p
Asset register	Hard Copy	10p
Any information the school is currently legally required to hold in publicly available registers	Not Applicable	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Not Applicable	

After school clubs	Website Hard copy	Free 10p
Services for which the school is entitled to recover a fee, together with those fees.	Hard Copy	10p
School Newsletters (Free to Parents)	Website Hard Copy	Free 10p
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Headteacher:

Mrs Vikki Reader Tel: (01983) 563732 email: office@oakfieldcepri.iow.sch.uk Address: Appley Road, Ryde, IOW, PO33 1NE

Chair of Governors: Contact through Clerk. Email: clerk@oakfieldcepri.iow.sch.uk

School Website: www.oakfieldcepri.iow.sch.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published as part of the guide. Printing costs are quoted in the scheme for black and white. If colour copies are required there is an increased cost.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost Paper / ink / staff time
	Photocopying/printing @ 15p per sheet (colour)	Actual cost Paper / ink / staff time
	Postage	Actual cost of Royal Mail standard 2nd class
Staff time	Requests will be costed on an individual basis at the time of inquiry.	For requests involving use of staff time an hourly charge will be incurred depending on the level of information requested.