



Review – October 2017

Next Review Date – October 2019

## **Even Swindon Primary School** **Freedom of Information Act – Publication Scheme**

### 1. **Freedom of Information Act 2000**

The Freedom of Information Act 2000 (FOIA) covers all maintained and state funded schools, including academies and free schools, with regard to information they are required to make publicly available either by statute or by the Department for Education or by virtue of a funding agreement.

### 2. **Aim of the Publication Scheme**

The publication scheme covers the School's commitment on the following points:

- 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 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 School makes available under this scheme.
- To produce a schedule of any fees charged for access to information contained within the scheme.
- To make this publication scheme available to the public.

### 3. **The Classes of Available Information**

- Who we are and What we do.
  - Organisation information, structures, operational information, and contacts
- What we spend and how we spend it.
  - Financial information about current income and expenditure, procurement and projects
- What our priorities are and how we are doing
  - School plans, performance indicators & inspections
- How we make decisions
  - Decision making processes and records of decisions.

- Our policies and procedures
  - Current written protocols, policies and procedures for delivering our services and responsibilities
- Lists and Registers
  - Currently maintained lists and registers only
- The Services we Offer
  - Information about the services we provide including newsletters and school food information

4. **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. This includes information protected by the Data Protection Act.
- 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.

5. **Requests for Information**

Information that is published under the scheme can be found on the school website at [www.evenswindon.co.uk](http://www.evenswindon.co.uk).

Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer (Emma Pearce, School Business Manager, Even Swindon Primary School, Pasture Close, Swindon, SN2 2UJ).

All requests will be considered in accordance with the provisions of the Freedom of Information Act 2000.

6. **Charges**

Most information can be downloaded from the website free of charge. There will be a charge made for services to cover administration costs such as photocopying and postage for hard copies of information. Details of these charges can be found in the Guide of Information available document.

7. **Policy Review**

This policy will be reviewed at least every 2 years.