

# Danbury Park Community Primary School



## Freedom of Information Publication Scheme

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*Be wise, be happy, belong*



# Danbury Park Community Primary School Freedom of Information Publication Scheme

## 1. Introduction

- 1.1. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO). It relates to information available under the Freedom of Information Act 2000 (which is referred to as FoIA in the rest of this document).
- 1.2. One of the aims of the FoIA is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this the school must produce a publication scheme, setting out:
  - The classes of information which the school publishes or intends to publish;
  - The manner in which the information will be published; and
  - Whether the information is available free of charge or on payment.
- 1.3. This scheme covers information already published and information which is to be published in the future. Most information is available on our website to download and print off.
- 1.4. Some information which the school holds may not be made public, for example personal information.

## 2. Aims and Objectives

- 2.1. 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.
- 2.2. To specify the information which is held by the school and falls within the classifications below.
- 2.3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 2.4. 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.
- 2.5. To review and update on a regular basis the information the school makes available under this scheme.
- 2.6. To produce a schedule of any fees charged for access to information which is made proactively available.
- 2.7. To make this publication scheme available to the public.
- 2.8. To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so.



### 3. Categories of information published

3.1. The publication scheme gives a guide to information which the school currently publishes (or has recently published) or which we be published in the future. This is split into categories of information known as 'classes'. The classes of information that the school undertakes to make available are organised into seven broad topic areas:

- Who we are and what we do;
- What we spend and how we spend it;
- What our priorities are and how we are doing;
- How we make decisions;
- Policies and procedures;
- Lists and registers;
- Services we offer.

3.2. The classes of information will not generally include:

- Information, the disclosure of which is prevented by law, or exempt under the FoIA, 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.

### 4. How to request information

4.1. All requests for information must be received in writing (by letter or email) to ensure that the school has a clear statement of what is required. Requests should state the enquirer's name and correspondence address.

4.2. Once a request has been received in writing, there is a statutory right to receive the information within twenty working days. Working days refers to term time only as contained in Statutory Instrument 3364.

4.3. Information is available in the full policy document and on the school website at [www.danburypark.essex.sch.uk](http://www.danburypark.essex.sch.uk)

4.4. The school contact details are:

Email : admin@danburypark.essex.sch.uk

Contact Address: Danbury Park Community Primary School  
Well Lane  
Danbury  
Essex  
CM3 4AB

For ease of identification, correspondence should be marked:

**"FREEDOM OF INFORMATION REQUEST"**.

4.5. If the information requested is already held by another body, the school is within its rights to refuse the request, but will direct the enquirer to the appropriate source.



4.6. In some instances, the school may withhold the information requested under one of the exemptions applicable under the legislation.

## 5. Paying for information

5.1. Most of information covered by this scheme is provided free of charge via the school website unless stated otherwise in Appendix 1. The school may charge a fee for photocopying / printing / faxing / postage of longer documents where the information is not listed in the publication scheme as being available either free of charge or at a standard charge. If information is requested in an expensive alternative format, the school may charge for this, subject to legislation, such as the Equality Act. If the school intends to make a charge, the enquirer will be advised in advance what the charge will be and the school will provide the information when payment is received. The time allowed for the school to provide the information does not include the period between issuing the fees notice and the receipt of the payment.

5.2. The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet (black & white). Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information. In most cases the cost will be under £450 and the school will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- Summarising the information;
- Putting the information onto other media;
- Translating the information into a different language.

5.3. We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

## 6. Roles and Responsibilities

6.1. Any employee of Danbury Park Community Primary School can accept a request for information as long as it fulfils the criteria set out in Section 4. The request for information must be forwarded to the Headteacher as soon as possible.

6.2. The Governing Body is responsible for ensuring a policy is in place and this is reviewed every two years.

6.3. The Headteacher is responsible for recording the requests for information, the action taken and the responses made.

6.4. The Headteacher has day to day responsibility for deciding whether a request is in line with the Freedom of information Act and will delegate the collation of information appropriately.

## 7. Feedback and Complaints

7.1. The school welcomes any comments or suggestions about the scheme and these should be addressed to the Headteacher. The Headteacher can be contacted at:



Danbury Park Community Primary School  
Well Lane  
Danbury  
Essex  
CM3 4AB

or

Telephone: 01245 224994  
E mail: [admin@danburypark.essex.sch.uk](mailto:admin@danburypark.essex.sch.uk)

7.2. Complaints should initially also be addressed to the Headteacher following the school's Complaints Policy. Any correspondence should be sent to the school.

7.3. Following this, if the complaint remains unresolved and it is felt that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

or

Enquiry/Information Line: 01625 545 700  
E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)



## Appendix 1

# Danbury Park Community Primary School Freedom of Information Publication Scheme Guide to Charges

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus	Website  Hard copy	Free  10p per sheet
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	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		
Annual budget plan and financial statements	Hard copy	10p per sheet
Capital funding	Hard copy	10p per sheet
Financial audit reports	Hard copy	10p per sheet



Pay Policy	Hard copy	10p per sheet
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.	Hard copy	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous academic year		
<ul style="list-style-type: none"> <li>• Performance data supplied to the English Government</li> <li>• The latest Ofsted Inspectorate report                         <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	10p per sheet
Performance data or a direct link to it	Website	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	Website	Free
Safeguarding and child protection	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website	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).	Available for Inspection	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only.		
School Policies including: <ol style="list-style-type: none"> <li>1. Charging and Remission</li> <li>2. Health and Safety</li> <li>3. Complaints</li> </ol>	Website (Policies 1 – 6)	Free



<ul style="list-style-type: none"> <li>4. Information request handling (privacy notices)</li> <li>5. Equality</li> <li>6. E-safety</li> <li>7. Staff Performance Management</li> <li>8. Staff Code of Conduct</li> <li>9. Discipline and Grievance</li> </ul>	Hard copy	10p per sheet
<p>Pupil and Curriculum Policies</p> <ul style="list-style-type: none"> <li>1. Home School Agreement</li> <li>2. Curriculum</li> <li>3. Special Educational Needs and Disabilities</li> <li>4. Behaviour</li> <li>5. Anti-bullying</li> <li>6. Attendance</li> <li>7. Equality</li> </ul>	Website	Free
<p>Record management and Personal Data Policies</p> <ul style="list-style-type: none"> <li>1. Data Protection</li> <li>2. Freedom of Information</li> <li>3. Records Management and Retention</li> <li>4. Privacy Notices</li> </ul>	Website	Free
<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>NB Some information may only be available by inspection</p>		
Disclosure logs	Inspection only	Free
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only	Free
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees (e.g. Music Tuition, Lettings)	School Office	Free
School publications, leaflets, booklets and newsletters	Website	Free