

BOSLEY ST MARY'S CE (controlled) PRIMARY SCHOOL



Freedom of Information

*'Achievement for All in a
Caring Christian Community'*

**This is Bosley St Mary's CE Primary School
Freedom of Information Publication Scheme**

Reviewed July 2014

Signed _____ Chair of Governors
Signed _____ Headteacher

***The governing body is responsible for maintenance of this scheme,
which was approved February 2013***

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

This publication scheme commits **Bosley St Mary's CE Primary School** 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 **Bosley St Mary's CE Primary School**.

The scheme commits **Bosley St Mary's CE Primary School**

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by **Bosley St Mary's CE Primary 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 **Bosley St Mary's CE Primary** 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.

This includes - Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it.

Including - 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

- **Bosley St Mary's CE Primary** 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 **Bosley St Mary's CE Primary** 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 other means 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.
- Compliance with a request must be prompt and certainly within the legally prescribed limit of 20 working days, excluding school holidays. Failure to comply could result in a complaint to the Information Commissioner. The response time starts from the time the request is received. Where you have asked the enquirer for more information to enable you to answer, the 20 days start time begins when this further information has been received.
- If a qualified exemption applies and you need more time to consider the public interest test, you should reply within the 20 days stating that an exemption applies but include an estimate of the date by which a decision on the public interest test will be made. This should be within a “reasonable” time – in practice, it is recommended by the Department that normally this should be within 10 working days.
- Where the enquirer has been notified that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

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 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 regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- 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 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.

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.

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.

Website; www.bosleyschool.co.uk

Email: admin@bosleyschool.co.uk

Tel: **01260 223280**

Contact Name; Mr R Barard, Headteacher

Contact Address: Leek Road, Bosley, Macclesfield SK11 0NX

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 isn't on our website**], you can still contact the school to ask if we have it.

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.

Feed back and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel 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 545700 or 03031231113

E-mail – publications@ic-foi.demon.co.uk

Website – www.informationcommissioner.gov.uk

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