

WHITEHILLS PRIMARY SCHOOL

"...putting children first..."



FREEDOM OF INFORMATION PUBLICATION SCHEME

Date reviewed: May 2021

Reviewed by: Headteacher

Ratified by Governors: May 2021

Whitehills Primary School

Freedom of Information Publication Scheme

INTRODUCTION

One of the aims of the *Freedom of Information Act 2000* (which is referred to as FOIA in the rest of this document), is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The documents available
- The format of the documents/information
- Any charges for the information

Some information which we hold may not be made public, for example, personal information.

This publication scheme conforms to the [model scheme](#) for schools approved by the Information Commissioner.

The school's management and governing body aims to respond to requests within 20 working days.

The Headteacher has the day to day responsibility for implementing this policy. If there is any doubt about whether information should be released then the Headteacher and Chair of the Governors should be consulted, who may need to seek advice from the local authority. If an exemption is to be applied, then, this and the reasons why should be made clear in the response to the enquirer.

HOW TO REQUEST INFORMATION

To be valid any requests for information must be in writing (including fax and e-mail) and have the name and correspondence address of the enquirer and have details of the information required. You can request a copy of the information you want from the contact detailed below, or visit our website at www.whitehillsprimary.northants.sch.uk

If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: bursar@whitehills.northants-ecl.gov.uk

Tel: 01604 843780

Fax: 01604 843847

Contact Address:

**The School Administrator
Whitehills Primary School
Acre Lane
Northampton
NN2 8DF**

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in bold capitals).

PAYING FOR INFORMATION

Charges and costs for supplying information are itemised on pages 3 to 7. If your request means that additional costs are incurred, e.g. we have to do a lot of photocopying/printing, or pay a large postage charge, we will advise you of the cost before fulfilling your request.

FEEDBACK 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 need to make a complaint, then initially, this should be addressed to:

**The School Administrator
Whitehills Primary School
Acre Lane
Northampton
NN2 8DF**

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**

Enquiry/Information Line: 0303 123 1113

E-mail: Using the contact form held on the Information Commissioner's Office website <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>



Whitehills Primary School

Published Guide to Information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (current organisational information, structures and contacts)		
Who's who in the school	Website: www.whitehillsprimary.northants.sch.uk/staff Hard copy: available on request – contact school	Free 5p per page
Who's who on the governing body and the basis of their appointment	Website: www.whitehillsprimary.northants.sch.uk/governors Hard copy: available on request – contact school	Free 5p per page
Instrument of Government / Articles of Association	Website: www.whitehillsprimary.northants.sch.uk/governors Hard copy: available on request – contact school	Free 5p per page
Contact details for the Headteacher and for the governing body, via the school	Website: www.whitehillsprimary.northants.sch.uk/contact-us Hard copy: available on request – contact school	Free 5p per page
Staffing structure	Website: www.whitehillsprimary.northants.sch.uk/staff Hard copy: available on request – contact school	Free 5p per page
School session times	Website: www.whitehillsprimary.northants.sch.uk/admissions Hard copy: available on request – contact school	Free 5p per page
School prospectus & School term dates	Website: www.whitehillsprimary.northants.sch.uk/parent-information Hard copy: available on request – contact school	Free 5p per page
Address of school and contact details, including email address	Website: www.whitehillsprimary.northants.sch.uk/contact-us Hard copy: available on request – contact school	Free 5p per page

Information	How the information can be obtained	Cost
Class two: what we spend and how we spend it (current and previous financial year financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual budget plan and financial statements	Hard copy: available on request – contact school	5p per page
Capital funding	Hard copy: available on request – contact school	5p per page
Financial audit reports	Hard copy: available on request – contact school	5p per page
Details of expenditure items over £2,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy: available on request – contact school	5p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	Hard copy: available on request – contact school	5p per page
Pay policy	Hard copy: available on request – contact school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team (SLT) or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy: available on request – contact school	5p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (SLT or equivalent as above) in bands of £10,000; for more junior posts, by salary range	Hard copy: available on request – contact school	5p per page
Governors' allowances that can be incurred or claims, and a record of total payments made to individual governors	Hard copy: available on request – contact school	5p per page

Information	How the information can be obtained	Cost
Class three: What our priorities are and how we are doing (current strategies and plans, performance indicators, audits, inspections and reviews)		
<p>School profile</p> <ul style="list-style-type: none"> performance data supplied to the English Government or a direct link to the data the latest Ofsted report post-inspection action plan 	<p>Website: www.whitehillsprimary.northants.sch.uk/ofsted-school-performance</p> <p>Website: https://www.compare-school-performance.service.gov.uk/school/121926</p> <p>Website: www.whitehillsprimary.northants.sch.uk/ofsted-school-performance</p> <p>Hard copy: available on request – contact school</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>5p per page</p>
<p>Performance management policy and procedures adopted by the governing body</p>	<p>Hard copy: available on request – contact school</p>	<p>5p per page</p>
<p>Performance data or a link to it</p>	<p>Website: www.whitehillsprimary.northants.sch.uk/ofsted-school-performance</p> <p>Hard copy: available on request – contact school</p>	<p>5p per page</p>
<p>The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status</p>	<p>Hard copy: available on request – contact school</p>	<p>5p per page</p>
<p>Safeguarding and child protection</p>	<p>Website: www.whitehillsprimary.northants.sch.uk/policies</p> <p>Hard copy: available on request – contact school</p>	<p>Free</p> <p>5p per page</p>
Class four: How we make decisions (current and previous three years decision making process and records of decisions)		
<p>Admissions policy / decisions (not individual decisions)</p>	<p>Website: www.whitehillsprimary.northants.sch.uk/admissions</p> <p>Hard copy: available on request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)</p>	<p>Hard copy: available on request – contact school</p>	<p>5p per page</p>

Information	How the information can be obtained	Cost
Class five: 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 or by its funding agreement or equivalent, or by the English Government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: <ul style="list-style-type: none"> • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies) 	Website: www.whitehillsprimary.northants.sch.uk/policies Hard copy: available on request – contact school	Free 5p per page
Charging regimes and policies This should include details of 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated	Website: www.whitehillsprimary.northants.sch.uk/policies Hard copy: available on request – contact school	Free 5p per page
Class six: Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website: www.whitehillsprimary.northants.sch.uk/curriculum-provision Hard copy: available on request – contact school	Free 5p per page
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free

Information	How the information can be obtained	Cost
Class seven: The services we offer (current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Website: www.whitehillsprimary.northants.sch.uk/clubs Hard copy: available on request – contact school	Free 5p per page
# Out of school clubs	-----	-----
Services for which the school is entitled to recover a fee, together with those fees	Website: www.whitehillsprimary.northants.sch.uk/charging Hard copy: available on request – contact school	Free 5p per page
School publications, leaflets, books and newsletters	Website: www.whitehillsprimary.northants.sch.uk/newsletters Hard copy: available on request – contact school	Free 5p per page

Schedule of Charges			
Type of charge	Description	Basis of Charge	Charge
Disbursement costs	Photocopying / printing @ pence per sheet (black and white)	Actual cost *	5p per page
	Photocopying / printing @ pence per sheet (colour)	Actual cost *	Not available
	Postage	Actual cost *	Royal Mail standard 2 nd class
Statutory fee	In accordance with the relevant legislation		

* The actual cost incurred by the public authority

Information not held by the school may be crossed out