



Cotmanhay
Infant and
Nursery School

Freedom of Information Policy and Publication Scheme

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 Partial Revision
 New
 No changes

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6

Author of the policy:

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13.12.2022		New Policy
21.05.2024	SW	Minor amendments

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Cotmanhay Infant and Nursery School

Freedom of Information Policy and Publication Scheme

Freedom of Information Policy

The governing body is responsible for maintenance of this scheme.

Cotmanhay Infant and Nursery School is subject to the Freedom of Information Act 2000 (Fol) as a public authority, and as such, must comply with any requests for information in accordance with the principles laid out in the Act.

This means that the school must hold and publish a Fol Publication Scheme, to communicate what information we hold is readily available to the public, and where it can be found.

The Publication Scheme sets out:

- the classes of information which we publish or intend to publish;
- the manner in which the information will be published; and
- whether the information is available free of charge or on payment.

All public authorities must also have processes in place to manage and Fol requests that are made.

Freedom of Information Publication Scheme

The school publication scheme has been developed from the Information Commissioner's Office template documents. It is the school's aim to ensure that the publication of information is accessible for individuals. Much of the information listed is routinely published on individual school websites and in their individual prospectuses.

The publication scheme and the material it covers will be readily available in hard copy from the school, depending on the source of the information.

Schedule of charges under Freedom of Information Publication Scheme

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying/Printing @ 10p per sheet	Actual cost 10p
	Photocopying/Printing @ 50p per sheet	Actual cost 50p
	Postage	Actual cost of Royal Mail standard 2 nd class
See our Charging Policy for more details		

Where the cost of postage, printing or photocopying is below £10.00, we will not make a charge.

Where it is over £10.00, the first £10.00 will be free of charge, after that we will charge the full estimated cost of postage and copying.

Before we produce the information, we shall inform you of the total cost. You may wish to refine the request in order to reduce the cost and we would be happy to discuss this with you.

How to make a Freedom of Information request

Any request for any information from the school will be considered to see if it meets the criteria of FoI. This is irrespective of whether or not the individual making the request mentions the FoI.

If the request is simple and the information is to be released, then the individual who received the request can release the information, but must ensure that this is done within the timescale set out below.

A copy of the request should then be sent to the school by email or letter.

Email address: info@cotmanhay-inf.derbyshire.sch.uk

Telephone: 0115 9302064

Address: Cotmanhay Infant School, Beauvale Drive, Ilkeston, Derbyshire, DE7 8RR

Requests should be referred in the first instance to the School Business Manager who may co-ordinate the process with other staff.

To help us process your request quickly, please clearly mark any correspondence 'FOI REQUEST' (in CAPITALS please).

All requests under FoI are treated as if made by any member of the general public. Any information released will be within the public domain and may not be marked restricted or confidential.

Time limits for FOI requests

The school must respond as soon as possible, and in any event, within 20 working days of the date of receipt of the request. When calculating the 20 working day deadline, a "working day" is a school day (one in which pupils are in attendance), subject to an absolute maximum of 60 normal working days (not school days) to respond.

Procedure for dealing with a request

All FOI requests should be forwarded on receipt to the specified co-ordinator in each school.

Initially it will be necessary to determine whether or not the organisation holds the information requested. This might be in hard copy or digital media.

There may be occasions where information is held, but the process of extracting the relevant information would take considerable time. In those instances the requester may be given the opportunity to refine the request based on the information given.

Part 1 – Identifying the types of information

Plans, strategies, aims and objectives, performance indicators, audits, inspections and reviews.

Decision making processes and records of decisions, internal criteria and procedures

Policies and procedures –protocols, policies and procedures for delivering services and compliance with our statutory and regulatory obligations.

Lists and registers required by law and other key information.

Details of our curriculum and wider educational offering

Part 2 - Considering the nature of the request

FOI requests will be fully complied with unless an exemption applies.

Common exemptions in the Freedom of Information Act 2000 include:

Section 40 (1) – the request is for the applicants personal data. This must be dealt with under the subject access regime in the GDPR, see the Data Protection Policy and Privacy Notices;

Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the GDPR principles as set out in Data Protection Policy

Section 41 – information that has been sent to the Academy Trust (but not the Academy's own information) which is confidential;

Section 21 – information that is already publicly available, even if payment of a fee is required to access that information;

Section 22 – information that the Academy Trust intends to publish at a future date;

Section 43 – information that would prejudice the commercial interests of the Academy and / or a third party;

Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information);

Section 31 – information which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras;

Section 36 – information which, in the opinion of the chair of trustees of the Academy Trust, would prejudice the effective conduct of the Academy. There is a special form for this on the ICO's website to assist with the obtaining of the chair's opinion.

Information within these exemptions must be considered and weighed up about the general principle that information should be disclosed wherever applicable.

Part 3 - Responding to a request

When responding to a request where it is necessary to withhold some or all of the information, we will explain why the information has been withheld, quoting the appropriate section number and explaining how the information requested fits within that exemption. If the public interest test has been applied, this will be set out.

In these circumstances the requester can seek a review form with the school, and correspondence should be addressed in the first instance to the School Business Manager.

If anyone has any concerns, questions or complaints in relation to this policy or the publication scheme contained within it they should contact the Headteacher at Cotmanhay Infant and Nursery School, Beauvale Drive, Ilkeston, DE7 8RR.

If you require a paper version of any information set out under the FoI Publication Scheme, or want to ask whether information is available, contact the school using the details set out below.

Contact

As outlined above, please contact the School Business Manager for any FoI requests.

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: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A, telephone: 0303 123 1113, website: www.ico.org.uk

Appendix A – Publication Scheme

The Publication Scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into four broad topic areas:

1. School Prospectus – information published in the school prospectus
2. Governors' Documents – information published in the Governors Annual Report and other governing body documents
3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum
4. School Policies and other information related to the school – information about policies that relate to the school in general

This is the classes of information we hold. Not all will be released as part of an FoI request. All requests will be considered in line with our policy and obligations.

COTMANHAY INFANT AND NURSERY SCHOOL

The Publication Scheme

This is a list of information we hold. Not all will be released as part of an FoI request. All requests will be considered in line with our policy and obligations.

Information available	How the information can be obtained	Charge
Information, structure, locations and contacts		
Current information only		
Who's who in Cotmanhay Infant and Nursery School	Website	No charge
Governing body – names and contact details of the governors and the basis of their appointment	Individual School websites	No charge
Instrument of Government –Funding Agreements	DfE website	No charge
Staffing structure	Trust & Individual School Websites	No charge
School Session times, term dates and holidays	Trust & Individual School Websites	No charge
Location & Contact information – address, telephone numbers & website	Trust & Individual School Websites	No charge
Contact details for the Principal and the Governing Body	Trust & Individual School Websites	No charge
School Prospectus	Individual School Websites	No charge

Information available	How the information can be obtained	Charge
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
(Minimum of current and the previous two years financial year)		
Annual financial statements, capital funding and income generation for prior years	Hard copy and on website	No charge
Statutory Accounts	Trust/ Companies House website	No charge
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Electronic copy through request to info@cotmanhay-inf.derbyshire.sch.uk	No charge

Procurement and contracts, subject to the commercial/confidential public interest test	Electronic copy through request to info@cotmanhay-inf.derbyshire.sch.uk	No charge
Pay Policy – statement on general procedures	Hard copy and on School Bus	Schedule of charges
Staff grading and structure	Hard copy	Schedule of charges
Governors' allowances – details if allowances/expenses that can be claimed/incurred	Hard copy and on website	Schedule of charges

Information available	How the information can be obtained	Charge
Strategies and plans, performance indicators, audits, inspections and reviews		
Current information as a minimum		
School Profile -Government supplied data -Latest OFSTED report – summary and full report -Examination results	DfE Website Ofsted website School website School website	Schedule of charges No charge No charge
Performance Management policy and procedures	Hard copy	Schedule of charges
Future plans	School Websites	No charge
Safeguarding policies and procedures	Hard copy & School Website	Schedule of charges