



# FREEDOM OF INFORMATION POLICY

<b>Author/Person Responsible</b>	<i>Katherine Marks</i>
<b>Date of Ratification</b>	<i>January 2023</i>
<b>Review Group</b>	<i>FGB</i>
<b>Ratification Group</b>	<i>FGB</i>
<b>Review Frequency</b>	<i>Every 3 years</i>
<b>Review Date</b>	<i>Spring 2026</i>
<b>Previous Review Amendments/Notes</b>	
<b>Related Policies</b>	Code of Conduct; Confidentiality; Data Protection; Equality (including anti-bullying); Medical Needs (including intimate care); Online Safety (along with separate parent/carer acceptable use and staff acceptable use policies); Privacy Notices; Racist incidents; Record retentions; Subject access requests; and Whistle-Blowing.
<b>Chair of Governor's Signature</b>	



Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
Who's who in the school	H/W
Who's who on the governing body and the basis of their appointment	H/W
Instrument of Government and Terms of reference	H
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	H/W
Staffing structure	H/W
School session times and term dates	H/W
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)
Annual budget plan and financial statements	H
Capitalised funding	H
Additional funding	H
Pay policy	H
Staffing and grading structure	H
Governors' allowances	H
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Ofsted Website School Website
Performance management policy and procedures adopted by the governing body.	H
School Improvement Plan and Raising Achievement Plan	H
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)



Admissions policy/decisions (not individual admission decisions)	H
Agendas of meetings of the Full Governing Body and Committees	H
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	H
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities, race equality and accessibility) policies</li> </ul>	H/W H/W H/W H H H/W H/W
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex and relationship education</li> <li>• Special educational needs</li> <li>• Collective worship</li> <li>• Behaviour and Discipline</li> </ul>	H/W H H H/W H H/W
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive protocols</li> <li>• Data protection (including information sharing policies)</li> </ul>	H H H
Charging regimes and policies. This should include details of any 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.	See Charging and remission policy
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	To be obtained from publisher
Disclosure logs	Inspection only
Asset register	Inspection only
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Inspection only



<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	H/W
Out of school clubs	H/W
School publications	H/W
Services for which the school is entitled to recover a fee, together with those fees	H
Leaflets books and newsletters	H
<p><b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	
<p>Complaints about procedure in administering these protocols can be addressed to the Governing body (through the clerk to governors). The governors will then follow the guidelines set out in the Complaints Policy and procedures document. For further information please refer to the ICO website.</p>	

**Contact details:**

Mrs Bernadette Lake, Frenchay Primary School, Alexander Road, Frenchay, Bristol, BS16 1UZ

[Office@frenchayprimary.org.uk](mailto:Office@frenchayprimary.org.uk)

01454 511004

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ .10.p per sheet (black & white)	Actual cost *6p
	Photocopying/printing @ ..12p per sheet (colour)	Actual cost 8p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority

Believe - Belong - Become

Taken from Hebrews 10:24-25

'And let us consider how we may spur one another on toward love and good deeds.'



**Frenchay**  
C of E Primary School  
Believe • Belong • Become

All charges include administration and handling costs.

### **Complaints**

If someone requesting information believes they have cause for complaint they need to submit a written complaint detailing the nature of the complaint and addressed to the school office. The complaint will be dealt with by the governors and broadly follow the guidance given in the schools Complaints Policy from step 2.