

Freedom of Information Act 2000

Guide to Information provided by schools under the model publication scheme

Introduction

This template guide is written for the use of small schools, particularly primary and nursery schools, in England, Wales and Northern Ireland.

It gives examples of the kinds of information the Information Commissioner's Office (ICO) expects you to publish to meet your commitment under the publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for all public authorities that are subject to FOIA to adopt, including schools.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

This Template Guide to Information has been produced specifically for smaller schools. For example, the financial threshold for expenditure in this guide is lower than the one we would expect larger schools to publish. However, you can opt to use either the [Definition Document for Schools](#) or this Guide to Information.

You are in breach of FOIA if you have not adopted the model publication scheme or if you are not publishing in accordance with it.

The model publication scheme is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt it in full and unedited and promote it alongside this Guide to Information. You do not need to tell the ICO that you have adopted the model scheme. We will assume they have done so unless we hear otherwise.

Information included in the Guide to Information

The template lists the information the ICO thinks you are likely to hold and should make available within each class of information. When completed this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it.

You must:

- Complete the relevant columns in the template Guide to Information;
- State how an applicant can obtain the specific information and if there is a cost involved;
- Ensure the public can access the completed Guide and the information listed in it;

The ICO expects you to make the information in the Guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 exceptions, or its release is prohibited under another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided either by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute or by your funding agreement or equivalent.

Publishing datasets for re-use

The provisions on datasets may not be relevant to all small schools. However, you need to be aware of them and must comply with them when appropriate.

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested. You must also publish any updated versions of the dataset, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish the dataset information in an electronic form that is capable of being re-used.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and charging

Information available through your publication scheme should be readily available at a low or at no cost to the public. If you charge for this information, we expect the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide it. You may ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in your Guide to Information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the [Open Government Licence](#).

The actual charges should be entered in the column on the Guide to Information. A schedule of charges is attached to the template guide, and you should use this to set out the basis on which you are making the charges.

Model publication scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from Puss Bank School & Nursery under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>		
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>www.pussbank.cheshire.sch.uk/contact-details</p>	free
<p>Head teacher's contact details</p>	<p>www.pussbank.cheshire.sch.uk/contact-details</p>	free

Who's who in the school/academy	www.pussbank.cheshire.sch.uk/staff	Free
Who's who on the governing body / board of governors and selection criteria for appointment	www.pussbank.cheshire.sch.uk/local-academy-committee	Free
Governing body's contact details	www.pussbank.cheshire.sch.uk/local-academy-committee	free
For academies: Trustees' contact details	Please contact Governor Professional on gso@aet.cheshire.sch.uk	Free
For academies: Trustee who's who	https://www.aspireeducationaltrust.co.uk/attachments/download.asp?file=796&type=pdf	free
Instrument of Government / Articles of Association	https://www.aspireeducationaltrust.co.uk/page/?title=Financial+Information&pid=30	free
School/academy prospectus	Please contact school office on admin@pussbank.cheshire.sch.uk	Free
School/Academy session times and term dates	www.pussbank.cheshire.sch.uk/term-dates	Free
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget and financial statements	Please contact school bursar on	free

	admin@pussbank.cheshire.sch.uk	
For academies: Annual accounts	https://www.aspireeducationaltrust.co.uk/page/?title=Financial+Information&pid=30	free
Capital funding	Please contact Chief Finance Officer on cfo@aet.cheshire.sch.uk	free
Financial Audits reports	Please contact Chief Finance Officer on cfo@aet.cheshire.sch.uk	free
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Please contact Chief Finance Officer on cfo@aet.cheshire.sch.uk	Charge calculated on request
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Please contact school bursar on admin@pussbank.cheshire.sch.uk	free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Please contact school bursar on admin@pussbank.cheshire.sch.uk	free
For academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Please contact cfo@aet.cheshire.sch.uk for a copy of 'Members, Trustees, Local Governors Expenses Policy' and further details	free
Governors' allowances that can be incurred or claimed, and a record of total	Please contact school office on (insert email) for copy of 'Members, Trustees, Local Governors	free

payments made to individual governors	Expenses Policy' and further details	
Procurement and contracts we have entered into	Please contact school bursar on admin@pussbank.cheshire.sch.uk	free
Details of any premiums we receive such as Pupil premium.	www.pussbank.cheshire.sch.uk/pupil-premium-free-school-meals www.pussbank.cheshire.sch.uk/sports-grant	free
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum	(hard copy or website)	
Annual Report	https://www.aspireeducationaltrust.co.uk/page/?title=Financial+Information&pid=30	Free
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>) - Summary - Full report - Post-inspection action plan	www.pussbank.cheshire.sch.uk/ofsted	Free
Exam and assessment results	www.pussbank.cheshire.sch.uk/performance-data	Free
Performance tables	www.pussbank.cheshire.sch.uk/performance-data	Free

Careers programme information	Not held – no education provided to children Y8-Y13	-
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	This can be found on the school's website www.pussbank.cheshire.sch.uk and also the MAT website https://www.aspireeducationaltrust.co.uk/	Free
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	www.pussbank.cheshire.sch.uk/performance-data	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Please contact school directly or Data Protection Officer on dpo@aet.cheshire.sch.uk	Free
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	(hard copy or website)	
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants</i> ,	www.pussbank.cheshire.sch.uk/admissions and https://www.aspireeducationaltrust.co.uk/page/?title=Policies&pid=3 or contact school office on	Free

<i>including criteria on which applications were successful)</i>	admin@pussbank.cheshire.sch.uk	
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Governor Professional on gso@aet.cheshire.sch.uk	Free
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	(hard copy or website)	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	www.pussbank.cheshire.sch.uk/policies	Free
Safeguarding and child protection, including protecting children’s personal data	www.pussbank.cheshire.sch.uk/policies	Free
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	www.pussbank.cheshire.sch.uk/equality-act	Free
Policies and procedures relating to recruitment and human resources	Go to https://www.aspireeducation.co.uk/page/?title=Working+for+Aspire&pid	Free

	=31 and please contact the office on admin@pussbank.cheshire.sch.uk for further information	
Special educational needs	www.pussbank.cheshire.sch.uk/sen-provision	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	www.pussbank.cheshire.sch.uk/policies	Free
Pay Policy	Please contact the office on admin@pussbank.cheshire.sch.uk for a copy of the Pay Policy	Free
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	www.pussbank.cheshire.sch.uk/policies https://www.aspireeducationaltrust.co.uk/page/?title=Data+Protection&pid=58 www.pussbank.cheshire.sch.uk/policies	Free
Charging regimes and policies	www.pussbank.cheshire.sch.uk/policies	Free
(Wales only) Welsh Language Standards, ie how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	N/A	N/A
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	

Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	www.pussbank.cheshire.sch.uk/curriculum The statutory instruments can be found on https://www.aspireeducationaltrust.co.uk/page/?title=Financial+Information&pid=30	free
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Please contact the principal on admin@pussbank.cheshire.sch.uk	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Please contact the Data Protection Officer on dpo@aet.cheshire.sch.uk	Free
Asset register and Information Asset register	Please contact the office on admin@pussbank.cheshire.sch.uk for Asset Register or dpo@aet.cheshire.sch.uk for Information Asset Register	Free
Any information we are currently legally required to hold in publicly available registers	Please contact the principal on admin@pussbank.cheshire.sch.uk	Free
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and	(hard copy or website; some information may only be available by inspection)	

newsletters produced for the public and businesses Current information only		
Extra-curricular activities	www.pussbank.cheshire.sch.uk/events-list-extra-curricular-activities	Free
Out of school/academy clubs	www.pussbank.cheshire.sch.uk/out-of-school-club	Free
Services for which we are entitled to recover a fee, together with those fees	Please contact the office on admin@pussbank.cheshire.sch.uk	Charge calculated on request
Requests for paper copies of information	admin@pussbank.cheshire.sch.uk	Free
Our publications, leaflets, books and newsletters	admin@pussbank.cheshire.sch.uk	Charge calculated on request
Additional Information Any information that is not itemised in the lists above		

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
Disbursement cost	Photocopying @ Xp per sheet (black & white)	Actual cost *
	Photocopying @ Xp per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Admin fees	Maximum of £25 an hour up to 18 hours.

* the actual cost incurred