



# SLADEFIELD INFANT SCHOOL

## Freedom of Information Policy & Publication Scheme

**Written by: James Plant (DPO)**

**Reviewed and Approved by Governors on Tuesday 7<sup>th</sup> October 2025**

**Next Review Date: October 2027**

### **Policy Information:**

<b>Date of last review</b>	September 2023	<b>Review period</b>	Bi-annual
<b>Date approved</b>	7.10.25	<b>Approved by</b>	FGB
<b>Policy owner</b>	Data Protection Officer	<b>Date of next review</b>	September 2027

## Updates made since the last review:

Policy Version	Revisions	Date Approved	Signed by Governor	Signed by Headteacher
1.0	Revision of Publication Scheme in line with record keeping practice			
2.0	Remove references to EU/EEA Insert references to UKGDPR Update references to IRMS 2019 Update reference to Model Publication Scheme			
2.1	Section 1- Insert references to ICO Schools Definition Document Section 3 - Amend reference to working days to “school” days 5.2 - insert scanning and printing as chargeable activities Insert Complaints and right to review section			
3.0	Full policy review and update of Publication Scheme by DPO			

## Freedom Of Information Policy

Sladefield Infant School has an obligation to publish a freedom of information statement, outlining how we will meet our duties under the Freedom of Information Act 2000 and associated regulations. The development and effective implementation of this policy fulfils that requirement.

More specifically, this policy outlines:

- How the School will respond to requests from individuals for access to information held about them.
- Our procedures for the release and publication of private data and public records.
- Our procedures for providing applicants with advice and assistance throughout the duration of their requests.

It also clarifies our position regarding the appropriate limit to the costs incurred by the School in obtaining any requested information, and on charging fees for its provision.

## 1. Legal framework

This policy has due regard to the following legislation:

- The Data Protection Act 2018
- The General Data Protection Regulation (UKGDPR)
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

This policy also has due regard to guidance, including, but not limited to, the following:

- ICO 'Model publication scheme' 2024
- ICO 'Duty to provide advice and assistance (section 16)'

This policy will be viewed in conjunction with the following other Trust policies:

- Sladefield Infant School Data Protection Policy
- Sladefield Infant School Records Management Policy and Retention Schedule

## 2. Classes of information

Information that is available under this scheme includes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information is readily available on the Sladefield Infant School website. If for any reason information detailed in our publication scheme is not available, you may contact us using the details in Section 11 of this policy.

Information which will not be made available under this scheme includes:

- 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 that is not already held in structured records.
- 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. Accepting requests for information

Sladefield Infant School will only accept a request for information which meets all of the following criteria:

- It is in writing.
- It states the name of the applicant and an address for correspondence.
- It describes the information requested.
- It is not determined to be malicious or vexatious in nature, or repeated

A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means.
- It is received in legible form.
- It is capable of being used for subsequent reference.

Sladefield Infant School will publish details of its procedures for dealing with requests for information on the website, which includes:

- A contact address and email address.
- A telephone number.
- A named individual to assist applicants with their requests.

#### **4. General right of access to information held by the School**

Provided that the request complies with section 3 of this policy, the School will, no later than 20 working days from receipt of the request, comply with its duty to:

- Confirm or deny to any person making a request for information to the School, whether it holds information of the description specified in the request.
- Provide the documentation, if the School confirms that it holds the requested information.

The Trust will not comply with section 3 of this policy where:

- The school reasonably requires further information to meet a freedom of information request, has informed the applicant of this requirement, but was not subsequently supplied with that further information.
- The information 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.
- A request for information is exempt under section 2 of the Freedom of Information Act 2000.
- The cost of providing the information exceeds the appropriate limit.
- The request is vexatious.
- The request is a repeated request from the same person made within 60 consecutive working days of the initial one.
- A fee notice was not honored.

#### **5. Exemptions**

Where information is, or is thought to be, exempt as defined in Part II of the FOI Act, the School will, within 20 working days, give notice to the applicant which:

- States that an exemption applies.
- Specifies the exemption in question.

#### **6. Format**

The information provided to the applicant will be in the format that they have requested, where possible.

Where it is not possible to provide the information in the requested format, the School will assist the applicant by discussing alternative formats in which it can be provided.

The information provided will also be in the language in which it is held, or another language that is legally required. If the school is required to translate any information, it will do so.

If, under relevant disability and discrimination regulations, the School is legally obliged to provide the information in other forms and formats, it will do so.

## **7. The appropriate limit**

The School will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450.

When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the School will take account only of the costs we reasonably expect to incur in relation to:

- Determining whether it holds the information.
- Locating the information, or a document which may contain the information.
- Retrieving the information, or a document which may contain the information.
- Extracting the information from a document containing it.
- Costs related to the time spent by any person undertaking any of the activities outlined in section 4 of this policy on behalf of the School, are to be estimated at a rate of £25 per person per hour.

Where multiple requests for information are made to the School within 60 consecutive working days of each other, either by a single person or by different persons who appear to be acting in concert, the estimated cost of complying with any of the requests is to be taken to be the total costs to the School of complying with all of them.

## **8. How to request information**

Freedom Of Information requests must be made in writing, this includes email.

Postal addresses and email contact details are published on our school website under the "Contact Us" section.

When submitting a request, please ensure that the envelope, or subject line of an email is clearly marked "FREEDOM OF INFORMATION REQUEST".

Documents can be translated under disability legislation into accessible formats where possible.

## **9. Charges**

Some documents published in accordance with this scheme are free to view on the relevant school website. Single paper copies are also available on request, but a charge may be applied where requests require multiple copies of documents or, where information is available in an electronic form.

Sladefield Infant School may, within 20 working days, give an applicant who has requested information from the school, a written notice stating that a fee is to be charged for the school's compliance.

Charges may be made for disbursements, such as the following:

- Photocopying.
- Postage and packaging.
- Costs directly incurred as a result of viewing information.

Fees charged will not exceed the total cost to the School of:

- Informing the person making the request whether we hold the information.
- Communicating the information to the person making the request.

Where a fee is to be charged, the School will not comply with section 3 of this policy unless the requested fee is paid within a period of three months, beginning with the day on which the fees notice is given to the applicant.

When calculating the 20th working day in which to respond to a freedom of information request, the period beginning the day on which the fee notice is given to the applicant and ending with the day on which the fee is received, will be disregarded.

## **10. Your right to review**

If you feel that your request has not been handled appropriately, you have the right to request an internal review following the issue of a final decision.

A request for review should be made in writing to the Data Protection Officer and submitted within 20 days of receipt of a decision.

## **11. Feedback**

We welcome any comments or suggestions you may have regarding this scheme. Please contact us:

[DPO@slfield.bham.sch.uk](mailto:DPO@slfield.bham.sch.uk) or by writing to Sladefield Infant School, Bamville Road, Ward End, Birmingham, B8 2 TJ

Please address letters: **For the attention of the Data Protection Officer**

## 12. Publication Scheme

Information we publish.	How the information can be obtained
<b>Class 1 - Who we are and what we do</b>	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Hard copy
Contact details for the Headteacher and for the governing body, via the school	Website
School prospectus	Website
Annual Report	Website
Staffing structure	Website / Hard copy
School session times and term dates	Website
Address of school and contact details, including email addresses.	Website
<b>Class 2 – What we spend and how we spend it</b>	
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Details of expenditure items over £??000 – published annually	Hard copy
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	Hard copy
Pay policy	Email
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £100,000 per annum) by reference to categories.	Hard copy
Staffing – Summary pay and grading structure.	Hard copy

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b>	
<p>School profile</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Website Website Email
Performance management policy and procedures adopted by the governing body.	Email
Performance data or a direct link to it	Website
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website
Safeguarding and child protection	Website
<b>Class 4 – How we make decisions</b>	
Admissions policy/decisions (not individual admission decisions)	Website
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude items and reports that are marked as confidential to the meetings).	Hard copy
<b>Class 5 – Our policies and procedures</b> Current information only.	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Website
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.	Website

<b>Class 6 – Lists and Registers</b>	
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy
<b>Class 7 – The services we offer</b>	
Current information only	
Extra-curricular activities	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Website
School publications, leaflets, books and newsletters	Hard copy