



MERRIOTT & HASELBURY PLUCKNETT
PRIMARY SCHOOLS FEDERATION

HASELBURY PLUCKNETT PRIMARY SCHOOL FREEDOM OF INFORMATION PUBLICATION SCHEME including EXPLANATORY NOTE

(Learning and Growing Together)

For Information Only

Last Reviewed	Next Review
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Data Protection Lead	Lois Bowery	office@merriottschool.co.uk office@haselburyplucknettschool.co.uk
Data Protection Officer	Amy Brittan	dposchools@somerset.gov.uk

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What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our School to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the School that has been requested (unless not appropriate to do so)

- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the School is the only owner

Classes of information

There are 7 classes of information we hold:

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

The classes of information will not generally include:

- 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 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.

Making information available

We will aim to provide as much information as possible on our School website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. We will arrange an appointment to view the information within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so.

Our obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the [Re-use of Public Sector Information Regulations](#) (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information. See Section 3 for our Schedule of Charges.

Written requests and contact

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

If you have a request for information, please contact the School at office@haselburyplucknettschool.co.uk or our Data Protection Officer dposchools@somerset.gov.uk

Who we are and what we do

(Organisational information, structures, locations and contacts)

NB: This will be current information only

Information that can be accessed online is free. Hard copies are chargeable at 5p per printed page.

Information	How the information can be obtained	Cost
Class 1: Who we are and what we do (organisational information, structures and contacts – current information only)		
Who's who in the school	https://haselburyplucknettschool.co.uk/our-staff/	Free
Who's who on the governing body and the basis of their appointment	https://haselburyplucknettschool.co.uk/our-governors/	Free
Instrument of Government/ Articles of Association	Electronic copy only	Free
Contact details for the Headteacher and for the governing body, via the school. (Named contacts where possible)	Governing body: https://haselburyplucknettschool.co.uk/our-governors/ Headteacher: https://haselburyplucknettschool.co.uk/contact/	Free
Staffing structure	https://haselburyplucknettschool.co.uk/our-staff/	Free
School session times and term dates	https://haselburyplucknettschool.co.uk/term-dates/	Free
Address of school and contact details, including email address	https://haselburyplucknettschool.co.uk/contact/	Free
School Prospectus	Hard copy	Free
Class two: what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year, as a minimum)		
Annual budget plan and financial statements	Electronic copy only	Free
Capital funding	Electronic copy only	Free
Financial audit reports	Electronic copy only	Free
Pay policy	Electronic copy only	Free
Governors' allowances	Electronic copy only	Free
Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
School profile	https://haselburyplucknettschool.co.uk/school-performance/	Free

<ul style="list-style-type: none"> • performance data supplied to the English Government or a direct link to the data • the latest Ofsted report 	https://haselburyplucknettschool.co.uk/ofsted-and-siams-inspections/	Free
Performance management/staff appraisal policy and procedures adopted by the governing body	Electronic copy only	Free
School Improvement Plan	Electronic copy only	Free
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy/ decisions (not individual admission decisions)	https://haselburyplucknettschool.co.uk/school-admissions/	Free
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)	Electronic copy only	Free
Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; <i>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</i>)		
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) 	https://haselburyplucknettschool.co.uk/policies/ <ul style="list-style-type: none"> • Data Protection Policy and linked annexes 	Free
School policies	https://haselburyplucknettschool.co.uk/policies/ <ul style="list-style-type: none"> • Anti-bullying policy • Behaviour and Discipline Policy • Equality information and objectives Policy • Online Safety Policy • Marking and Feedback Policy • Charging and remissions policy • School Complaints Policy • Collective Worship Policy • Safeguarding and Child Protection Policy 	Free

	<ul style="list-style-type: none"> • Special Educational Needs Policy • Support for Medical Conditions Policy • Mental Health and Wellbeing Policy • RE Policy • Spiritual, Moral, Social and Cultural Policy 	
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Asset register	Inspection only – please contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – please contact school	Free
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities including out of school clubs	https://haselburyplucknettschool.co.uk/early-risers/ https://haselburyplucknettschool.co.uk/after-school-clubs/	Free
School publications, leaflets, books and newsletters	https://haselburyplucknettschool.co.uk/haselbury-newsletter/	Free