Freedom of Information Publication Scheme

Cranmer Primary School

Approved by:	Martin Roughley, Headteacher		
Policy Written:	March 2021 –	**Approved by the Resources Committee:**	June 2021
Reviewed by the Resources	March 2022	**Reviewed by the Governing Body**	Summer 2023
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This scheme follows the model approved by the ICO and commits our school to make information available to the public as part of its normal business activities. We will:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- Specify the information which is held by the school and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the school makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms section 19 of the Freedom of Information Act 2000. The terms ‘dataset’ and ‘relevant copyright work' are defined in sections 11(5) and 19(8) of the Freedom of Information Act 2000 respectively.

Where information is held, along with all associated charges, can be found in our ‘Guide to information’ which is in the appendix to this document

1. Classes of information

Information that is available under this scheme includes:

- **Who we are and what we do:** Organisational information, locations and contacts, information on constitutional and legal governance.
- **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions:** Policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations.
- **Our policies and procedures**: Current written protocols for delivering our functions and responsibilities.
- **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the school.
- **The services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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 2000 or the Environmental Information Regulations 2004, or is otherwise properly considered to be protected from disclosure.
- Information in draft form or notes, documents in older versions, emails or other correspondence.
- 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.

2. How information published under this scheme will be made available

Information covered by this scheme will, as far as possible, be published on the school website. Where this is impracticable, or you do not wish to access the information via the school website, information covered by this scheme can also be obtained by contacting us using the contact details in section 6.

Requested information under this scheme will be delivered electronically, but paper copies can also be provided.

Where you wish to view any of the information listed above, please request an appointment by contacting us using the contact details in section 6.

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so. Information can be translated into accessible formats where possible.

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 in accordance with this scheme.

To enable us to process your request quickly, please mark correspondence:

“PUBLICATION SCHEME INFORMATION REQUEST”

3. Freedom of information requests/Environment information requests

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.

To enable us to process freedom of information requests within statutory timeframes, please mark all correspondence:

“FREEDOM OF INFORMATION/ENVIRONMENTAL INFORMATION REQUEST”

4. Charges

The purpose of this scheme is to make the maximum 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 has been published and made accessible on the school website is available free of charge.

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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the school, justified and are in accordance with a published schedule or schedule of fees – this is available via our ‘Guide to information’.

Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

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

Where 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.

Where a request is made to re-use all, or part, of a copyrighted dataset, a charge may be made – this will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where applicable, with regulations made under section 11B of the Freedom of Information Act 2000, or with any other statutory powers held by the school.

5. Feedback

We welcome any comments or suggestions you may have regarding this scheme. Please contact the governing body via the Clerk to Governors, via the contact details below:

6. Contact Details

Email: karen.gentry@cranmer.merton.sch.uk

Tel: 020 8648 2621

Address: Cranmer Primary School, Cranmer Road, Mitcham, Surrey, CR4 4XU

Guide to Information

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	Hard copy or website	£
Who's who in the school	www.cranmer.merton.sch.uk	Free
Who's who on the governing board, and the basis of their appointment	www.cranmer.merton.sch.uk	Free
Instrument of Governance	www.cranmer.merton.sch.uk	Free
Contact details for the Headteacher	www.cranmer.merton.sch.uk	Free
Contact details for the governing board	www.cranmer.merton.sch.uk	Free
The school prospectus	www.cranmer.merton.sch.uk	Free
The school's annual report	www.cranmer.merton.sch.uk	Free
The school's staffing structure	www.cranmer.merton.sch.uk	Free
School session times and term dates	www.cranmer.merton.sch.uk	Free
The school's address	www.cranmer.merton.sch.uk	Free
The school's contact details	www.cranmer.merton.sch.uk	Free
The school's email address	www.cranmer.merton.sch.uk	Free
The school website	www.cranmer.merton.sch.uk	Free
The names of key personnel	www.cranmer.merton.sch.uk	Free
Class 2: What we spend and how we spend it		
Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	Hard copy or website	£
Annual budget plan and financial statements	Hard Copy	see schedule of charges
Capital funding	Hard Copy	see schedule of charges
Financial audit reports	Hard Copy	see schedule of charges
Details of expenditure items over £5000 including costs, supplier and transaction information.	Hard Copy	see schedule of charges

Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school's behalf, for example, the LA	Hard Copy	see schedule of charges
The pay policy	Hard Copy	see schedule of charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	n/a	see schedule of charges
The staffing, pay and grading structure	Hard Copy	see schedule of charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	n/a	n/a
Class 3: What our priories are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	£
The school profile	n/a	
Performance data supplied to the government	www.cranmer.merton.sch.uk	free
The latest Ofsted summary	www.cranmer.merton.sch.uk	free
The latest Ofsted full report	www.cranmer.merton.sch.uk	free
The latest post-inspection action plan	Hard Copy	see schedule of charges
The performance management policy and procedures	Hard Copy	see schedule of charges
The latest performance data	www.cranmer.merton.sch.uk	free
The school's future plans **[For example, proposals for major changes for the school such as a change in status.]**	www.cranmer.merton.sch.uk if relevant	free
The safeguarding and child protection policies and procedures	www.cranmer.merton.sch.uk	free
Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website	£
Admissions policy	www.cranmer.merton.sch.uk	free
Information pertaining to admissions decisions **[Not individual admission decisions.]**	www.cranmer.merton.sch.uk	free
The governing board and its committees' agendas and meeting minutes **[This excludes information that is regarded as private to the meetings.]**	Hard Copy	**see schedule of charges**

Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website	£
Capability of staff policy	Hard Copy	**see schedule of charges**
Charging and remissions policy	www.cranmer.merton.sch.uk	free
School behaviour policy	www.cranmer.merton.sch.uk	free
Sex education policy	Hard Copy	**see schedule of charges**
Special educational needs (SEN) – SEN information report	www.cranmer.merton.sch.uk	free
Teacher appraisal policy	Hard Copy	**see schedule of charges**
Teachers' pay policy	Hard Copy	**see schedule of charges**
Data protection policy	Hard Copy	**see schedule of charges**
Health and safety policy	Hard Copy	**see schedule of charges**
Admissions arrangements	www.cranmer.merton.sch.uk	free
Accessibility plan	Hard Copy	**see schedule of charges**
Behaviour principles written statement	www.cranmer.merton.sch.uk in policy	free
Central record of recruitment and vetting checks	Hard Copy	**see schedule of charges**
Complaints procedure statement	www.cranmer.merton.sch.uk	free
Freedom of information procedures	www.cranmer.merton.sch.uk	free
Governors' allowances (schemes for paying)	n/a	n/a
Governing board and committee meeting minutes, and papers considered at meetings	Hard Copy	**see schedule of charges**
Premises management documents	Hard Copy	**see schedule of charges**
Equality information and objectives statement for publication	www.cranmer.merton.sch.uk	free
Register of pupils' admission to school	Hard Copy	**see schedule of charges**

Register of pupils' attendance	Hard Copy	**see schedule of charges**
Register of business interests of Headteachers and Governors	www.cranmer.merton.sch.uk	free
Staff discipline, conduct and grievance (procedures for addressing)	Hard Copy	**see schedule of charges**
Child protection policy and procedures	www.cranmer.merton.sch.uk	free
Early years foundation stage (EYFS) policy and procedures	Hard Copy	**see schedule of charges**
Statement of procedures for dealing with allegations of abuse against staff	Hard Copy	**see schedule of charges**
Supporting pupils with medical conditions policy	www.cranmer.merton.sch.uk	free
[Secondary schools and sixth forms only] Provider access policy statement	n/a	n/a
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: • Information security policies • Records retention, destruction and archive policies • Information sharing policies	Hard Copy where relevant	**see schedule of charges**
Charging regimes and policies	www.cranmer.merton.sch.uk	free

Class 6: Lists and registers		
Our currently maintained lists and registers – this does not include our attendance registers	Hard copy or website (Some information may only be available by inspection)	£
Curriculum circulars and statutory instruments	www.cranmer.merton.sch.uk	free
Disclosure logs	Hard Copy where applicable	**see schedule of charges**
Asset register	Hard Copy	**see schedule of charges**
Any information the school is currently legally required to hold in publicly available registers	Hard Copy – some links on website	**see schedule of charges**
Class 7: The services we offer		
Information about the services we offer including, leaflets, guidance and newsletters produced for the public and businesses – current information only	Hard copy or website (Some information may only be available by inspection)	£
Extra-curricular activities	www.cranmer.merton.sch.uk	free
Out of school clubs	www.cranmer.merton.sch.uk	free
Services for which the school is entitled to recover a fee (and details of the fees)	Hard Copy	**see schedule of charges**
School publications, leaflets, books and newsletters	www.cranmer.merton.sch.uk	free
Additional information		
n/a		

Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at **10**p per sheet (black and white)	The actual cost incurred by the school
	Photocopying/printing charged at **25**p per sheet (colour)	The actual cost incurred by the school
	Postage	Actual costs of Royal Mail standard 2nd class
Statutory fee	n/a	n/a
Other	n/a	n/a