LANGSHOTT PRIMARY SCHOOL

Freedom of Information Publication Scheme

Approved by Governing Body on: 29 January 2025

Next review date: Spring 2027

Freedom of Information Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 public authority 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 of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of the Act.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, 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 authority.
The services we Offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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. An appointment to view the information will be arranged 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 an authority is legally required to translate any information, it will do so.
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.

Charges which may be made for Information published under this scheme

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 authority 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 Parliament.

Charges may be made for actual disbursements incurred such as:

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

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 public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Written Requests

Information held by a public authority 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.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website	
Who's who in the school	Prospectus (hard copy and on website) and in main reception area.	zero
Who's who on the governing body and the basis of their appointment	Prospectus (hard copy and on website)	Zero
Instrument of Government	Hard copy	1p/6p per copy plus postage
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	N/a School contact information on website	n/a
School prospectus	Hard copy and website	Zero
Annual Report	N/a	n/a
Staffing structure	Hard copy	Zero
School session times and term dates	Hard copy and website	Zero
Class 2 – 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	Hard copy	1p/6p per page plus postage

Capitalised funding	Hard Copy	1p/6p per page plus postage
Additional funding	Hard copy	1p/6p per page plus postage
Procurement and projects	Hard copy	1p/6p per page plus postage
Pay policy	Hard copy	1p/6p per policy plus postage
Staffing and grading structure	Hard copy	1p/6p per copy plus postage
Governors' allowances	Hard copy	1p/6p per copy plus postage
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		
School profile • Government supplied performance data • The latest Ofsted report - Summary - Full report	N/a Hard copy on request Website	Zero
Performance management policy and procedures adopted by the governing body.	Hard copy	1p/6p per page plus postage costs
School Development Plan	Hard copy on request	1p/6p per page plus postage costs

Class 4 – 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)	IN prospectus and on website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy on request	1p/6p per page plus postage costs
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy on request	1p/6p per page plus postage costs
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies	Hard copies available on request *Some policies available on the school website*	1p/6p per page plus postage costs
Pupil and curriculum policies, including: • Home-school agreement • Curriculum	Hard copies available on request Some policies available on the school website	1p/6p per page plus postage costs

• Sex education • Special educational needs • Accessibility • Race equality • Behaviour • Anti-bullying		
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	Where applicable, hard copies by request	1p/6p per page plus postage costs
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.	Prospectus, website, hard copy on request	1p/6p per page plus postage costs
Class 6 – Lists and Registers Currently maintained lists and registers only	Some information may only be available by inspection	
Curriculum circulars and statutory instruments	n/a	
Disclosure logs	By inspection	Cost of admin staff dependant on time spent
Asset register	By inspection	Cost of admin staff dependant on time spent
Any information the school is currently legally required to hold in publicly available registers **(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)**	By inspection	Cost of admin staff dependant on time spent

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		
Extra-curricular activities	Website/hard copies	1p/6p per page plus £3 postage costs
Out of school clubs	Website/hard copies	1p/6p per page plus postage costs
School publications	Website/hard copies	1p/6p per page plus postage costs
Services for which the school is entitled to recover a fee, together with those fees	n/a	
Leaflets books and newsletters	Website/hard copies	1p/6p per page plus postage costs
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details: V Rosu School Business Manager Tel:01293 776341 Email: admin@langshott.surrey.sch.uk

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/printing @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 6p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other – Staffing Costs	Time spent with staff member when inspecting documents, charged per hour dependant on staff member's salary	Actual Cost (includes oncosts)*

* the actual cost incurred by the public authority