

Freedom of Information

Guide to information available from Hythe Bay Church of England Primary School under the model publication scheme.

- The General Data Protection Regulation (GDPR) came into effect on 25 May 2018. The Data Protection Act 1998 has been replaced in the UK with the Data Protection Act 2018.
- The Information Commissioner's Office (ICO) approach to considering the disclosure of personal data under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) remains largely the same and the existing guidance is still of use. It will be amended in due course. However, there are a few key points to consider.
- The definition of personal data and sensitive personal data have changed, as have the data protection principles and the rights of subject access.
- If the information constitutes the personal data of third parties, public authorities (schools) should consider whether disclosure would breach the data protection principles. (In the case of special category or criminal offence data, public authorities must also satisfy one of the conditions listed in Article 9 of the GDPR). Principle (a) under Article 5 is the most applicable.
- When considering whether disclosure of information is a breach of principle (a), a public authority should first consider whether disclosure is lawful and then whether it is fair. The lawful basis that is most likely to be relevant is legitimate interests under Article 6.1(f).
- The Data Protection Act 2018 amends FOIA and the EIR so that the legitimate interests' lawful basis is applicable to public authorities when they are considering disclosure.

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The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

The Freedom of Information Act does not give people access to their own personal data (information about themselves) such as their education records or contact records. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 2018.

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3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into seven areas:

What we are and what we do: Organisational information, location 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.

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- 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.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: headteacher@hythebay.kent.sch.uk

Tel: 01303 267802

Contact Address: Hythe Bay Church of England Primary School
Cinque Ports Avenue
Hythe
Kent
CT21 6HS

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please). If the information you’re looking for isn’t available via the scheme **[and isn’t on our website]**, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you don’t have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in the description box.

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Information to be published. This includes datasets where applicable	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	(hard copy and/or website)	
Who's who in the school	Website: www.hythebay.kent.sch.uk	
Who's who on the governing body / board of governors and the basis of their appointment	Website: www.hythebay.kent.sch.uk	
Instrument of Government / Articles of Association	Website: www.hythebay.kent.sch.uk	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: www.hythebay.kent.sch.uk	
School prospectus (if any)	Website: www.hythebay.kent.sch.uk	
Staffing structure	Website: www.hythebay.kent.sch.uk	
School session times and term dates	Website: www.hythebay.kent.sch.uk	
Address of school and contact details, including email address.	Website: www.hythebay.kent.sch.uk	

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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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	10p per sheet
Capital funding	Hard copy	10p per sheet
Financial audit reports	Hard copy	10p per sheet
Details of expenditure items over £5.	Hard copy	10p per sheet
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 (for example, a local authority or diocese).	Hard copy	10p per sheet
Pay policy	Hard copy	10p per sheet
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 £60,000 per annum) by reference to categories.	Hard copy	10p per sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	10p per sheet

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
<ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	http://www.education.gov.uk/schools/performance/index.html Website: www.hythebay.kent.sch.uk or http://reports.ofsted.gov.uk/	
Appraisal policy and procedures adopted by the governing body.	Hard copy	10p per sheet
Performance data or a direct link to it	Hard copy and Website: www.hythebay.kent.sch.uk	10p per sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status (if applicable)	Hard copy	10p per sheet
Safeguarding and child protection	Website: www.hythebay.kent.sch.uk	
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/decisions (not individual admission decisions) – where applicable	Website: www.hythebay.kent.sch.uk	
Minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Website: www.hythebay.kent.sch.uk	

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Policies, procedures and documents that the school is required to have by statute which include: Behaviour, Special Educational Needs, Safeguarding, FOI Publication Scheme	Website: www.hythebay.kent.sch.uk	
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) 	Website: www.hythebay.kent.sch.uk or Hard copy	10p per sheet
Charging regimes and policies.	Website: www.hythebay.kent.sch.uk	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Website: www.hythebay.kent.sch.uk or Hard copy	10p per sheet
Disclosure logs	Hard copy	10p per sheet
Asset register	Hard copy or view online by request	10p per sheet
Any information the school is currently legally required to hold in publicly available registers	Website: www.hythebay.kent.sch.uk or Hard copy	10p per sheet

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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	Website: www.hythebay.kent.sch.uk or Hard copy	10p per sheet
Out of school clubs	Website: www.hythebay.kent.sch.uk or Hard copy	10p per sheet
Services for which the school is entitled to recover a fee, together with those fees if not already included in the above.	Website: www.hythebay.kent.sch.uk or Hard copy	10p per sheet
School publications, leaflets, books and newsletters	Website: www.hythebay.kent.sch.uk or Hard copy	10p per sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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 @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p 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		

Updated January 2019

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