

Mortimer St. John's Church of England Infant School

Policy			
Policy Number		Date of Issue	January 2017
Status		Review Date	January 2020
		Issue Number	3

MORTIMER ST JOHN'S CE INFANT SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

The governing body is responsible for maintenance of this scheme, which was approved on 16th January 2017.

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

This publication scheme commits Mortimer St John's C of E Infant School 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 Mortimer St John's C of E Infant School.

The scheme commits Mortimer St John's:-

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Mortimer St John's and falls within the classifications below.
- To specify the information which is held by Mortimer St John's 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 Mortimer St John's 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.

2. Classes of information

2.1 Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

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2.5 Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 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.

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

Mortimer St John's 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 Mortimer St John's, information will be provided on our 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, 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. 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.

4. 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 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 Parliament.

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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.

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.

5. 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.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at www.msj.w-berks.sch.uk.

Email: office@msj.w-berks.sch.uk

Tel: 0118 933 2242

Contact Address: West End Road, Mortimer, Berkshire, RG7 3SY.

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.

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

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FREEDOM OF INFORMATION PUBLICATION SCHEME - TARIFF

These are the Charges made by Mortimer St John's for copies of documents and other information under the Freedom of information and Data Protection (Appropriate Limit and Fees) Regulations 2004

- **Website:** access to the website is free of charge unless otherwise specified.
- **Email & attachments:** free of charge unless otherwise specified.
- **Website printouts:** printouts from the school website or external websites are not provided.
- **Copies by post of information:**
Photocopies:
A minimum charge of £1 for up to 10 pages A4
A minimum charge of £1.20 for up to 6 pages A3
Further pages are charged at:
A4 pages at £1 per copy (single sided)
A3 pages at £1 per copy (single sided)
- **Photocopies:** information accessed in the school office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
- **Postage** for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
- **Copies of published materials:** copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.
- **Administration fees:** As referenced in the Fees Regulations, charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £50 per hour. If the request will take this amount of time the school may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.

This fees regime was approved by the Mortimer St John's Infant C of E Infant School Governing Body on 16th January 2017, following publication of the 2004 Fees Regulations, and will be reviewed in line with the Freedom of Information Publication Scheme. The introduction of any further statutory obligations will also trigger a review of these arrangements.