

Freedom of Information Act 2000

Guide to Information provided by schools under the model publication scheme

Introduction

This template guide is written for the use of small schools, particularly primary and nursery schools, in England, Wales and Northern Ireland.

It gives examples of the kinds of information the Information Commissioner's Office (ICO) expects you to publish to meet your commitment under the publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for all public authorities that are subject to FOIA to adopt, including schools.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

This Template Guide to Information has been produced specifically for smaller schools. For example, the financial threshold for expenditure in this guide is lower than the one we would expect larger schools to publish. However, you can opt to use either the [Definition Document for Schools](#) or this Guide to Information.

You are in breach of FOIA if you have not adopted the model publication scheme or if you are not publishing in accordance with it.

The model publication scheme is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt it in full and unedited and promote it alongside this Guide to Information. You do not need to tell the ICO that you have adopted the model scheme. We will assume they have done so unless we hear otherwise.

Information included in the Guide to Information

The template lists the information the ICO thinks you are likely to hold and should make available within each class of information. When completed this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it.

You must:

- Complete the relevant columns in the template Guide to Information;
- State how an applicant can obtain the specific information and if there is a cost involved;
- Ensure the public can access the completed Guide and the information listed in it;

The ICO expects you to make the information in the Guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 exceptions, or its release is prohibited under another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided either by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute or by your funding agreement or equivalent.

Publishing datasets for re-use

The provisions on datasets may not be relevant to all small schools. However, you need to be aware of them and must comply with them when appropriate.

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested. You must also publish any updated versions of the dataset, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish the dataset information in an electronic form that is capable of being re-used.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and charging

Information available through your publication scheme should be readily available at a low or at no cost to the public. If you charge for this information, we expect the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide it. You may ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in your Guide to Information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the [Open Government Licence](#).

The actual charges should be entered in the column on the Guide to Information. A schedule of charges is attached to the template guide, and you should use this to set out the basis on which you are making the charges.

Model publication scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from (*insert name of School/Academy – delete as appropriate*) under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>(hard copy and/or website)</p>	
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>		

Head teacher's contact details		
Who's who in the school/academy		
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details		
For academies: Trustees' contact details		
For academies: Trustee who's who		
Instrument of Government / Articles of Association		
School/academy prospectus		
School/Academy session times and term dates		
Class 2 – What we spend and how we spend it Financial information about 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 and financial statements		
For academies: Annual accounts		
Capital funding		
Financial Audits reports		
Details of expenditure items over £2000 (published at least annually, where		

practical, at a more frequent quarterly or six-monthly interval)		
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range		
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members		
For academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees		
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors		
Procurement and contracts we have entered into		
Details of any premiums we receive such as Pupil premium.		
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators,	(hard copy or website)	

audits, inspections and reviews Current information as a minimum		
Annual Report		
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>) - Summary - Full report - Post-inspection action plan		
Exam and assessment results		
Performance tables		
Careers programme information		
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.		
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)		
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact		

Assessments etc), as appropriate and relevant		
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)		
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.		
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	(hard copy or website)	
School policies and other documents, such as behaviour policy, anti-		

bullying policy, eSafety, values and ethos etc.		
Safeguarding and child protection, including protecting children's personal data		
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)		
Policies and procedures relating to recruitment and human resources		
Special educational needs		
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)		
Pay Policy		
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)		
Charging regimes and policies		

(Wales only) Welsh Language Standards, ie how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011		
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		
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf		
Disclosure logs, ie information provided in response to FOIA/EIR requests		
Asset register and Information Asset register		
Any information we are currently legally required to hold in publicly available registers		
Class 7 – The services	(hard copy or website; some information may only be available by	

we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	inspection)	
Extra-curricular activities		
Out of school/academy clubs		
Services for which we are entitled to recover a fee, together with those fees		
Requests for paper copies of information		
Our publications, leaflets, books and newsletters		
Additional Information Any information that is not itemised in the lists above		

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 @ ..p	Actual cost *

	per sheet (black & white)	
	Photocopying @ ..p 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		

* the actual cost incurred