Oakdene Primary School



**Freedom of Information**

**Publication Scheme**

Date reviewed: Spring 2025

Date to be reviewed: Spring 2026



**PUBLICATION SCHEME**

1. **What is a publication scheme**

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including all maintained schools and academies) to produce a register of the types of information it will routinely make available to the public. In order to meet this requirement, we have followed a template approved by the Information Commissioner.

The scheme commits our school to:

* 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 authority makes available under this scheme.
* Produce a schedule of any fees charged for access to information that is made proactively available.
* 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 that Act

1. **Classes of information**

There are 7 classes of information we hold:

* 1. **Who we are and what we do.**

For example: organisational information, locations, contacts, constitutional and legal governance.

* 1. **What we spend and how we spend it.**

For example: financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

* 1. **What our priorities are and how we are doing.**

For example: strategy and performance information, plans, assessments, inspections, and reviews.

* 1. **How we make decisions.**

For example: policy proposals and decisions. Decision-making processes, internal criteria, and procedures, consultations.

* 1. **Our policies and procedures.**

For example: current written protocols for delivering our functions and responsibilities.

* 1. **Lists and registers.**

For example: 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.**

For example: 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.

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

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, the school 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.

1. **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 that is published and accessed on a website will be provided Nil of charge.

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

Charges may be made to cover for actual disbursement 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 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 schedules of fees which is readily available to you.

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](http://www.legislation.gov.uk/uksi/2015/1415/contents/made) (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

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 the provision of the information.

1. **Written requests**

Information held by the school 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.

1. **Contact details**

If you require a paper version of any information or want to ask whether the information is available, please contact the school by telephone, email, or letter. Contact details are set out below.

Email: [oakdene@sthelens.org.uk](mailto:district@sthelens.org.uk)

Website: [www.oakdeneprimaryschool.co.uk](http://www.oakdeneprimaryschool.co.uk)

Tel: 01744 678410

Contact Address: Oakdene Primary School, Ashton Avenue, Prescot, L35 0QQ

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please).

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

**FREEDOM OF INFORMATION**

**Guide to information available from Oakdene Primary School under the model publication scheme**

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| **Information to be published** | **How the information can be obtained**  (hard copy or website; some information may only be available by inspection) | **Cost** |
| **Class 1 – Who we are and what we do**  Organisational information, staffing structures, locations and contacts. This will be current information only. | | |
| Who’s who in the school | Website/Hard Copy by request | Nil/Actual cost |
| Who’s who on the governing body and the basis of their appointment | Website/Hard Copy by request | Nil/Actual cost |
| Instrument of Government | Website/Hard Copy by request | Nil/Actual cost |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) | Website/Hard Copy by request | Nil/Actual cost |
| School prospectus | Website/Hard Copy by request | Nil/Actual cost |
| Staffing structure | Available by inspection | Nil |
| School session times and term dates | Website/Hard Copy by request | Nil/Actual cost |
| Curriculum statements | Website/Hard Copy by request | Nil/Actual cost |

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| **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 two financial years as a minimum | | |
| Annual budget plan and financial statements | Hard copy by request | Actual cost |
| Capitalised funding | Hard copy by request | Actual cost |
| Financial audit reports | Hard copy by request | Actual cost |
| Procurement and contracts | Available by inspection | Nil |
| Pay policy | Hard copy by request | Actual cost |
| Staff allowances and expenses | Hard copy by request | Actual cost |
| Staff pay and grading structures | Available by inspection | Nil |
| Governors’ allowances | Hard copy by request | Actual cost |
| Pupil Premium Income and Expenditure and impact | Website/Hard Copy by request | Nil/Actual cost |
| Sport Premium Income and Expenditure and impact | Website/Hard Copy by request | Nil/Actual cost |
| **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 | | |
| * Performance data supplied to the government * The latest Ofsted report | Department for Education website/School website/Hard copy by request  Ofsted website/School website/Hard copy by request | Nil/Nil/Actual cost  Nil/Nil/Actual cost |
| Performance management policy and procedures adopted | Hard copy by request | Actual cost |
| Schools future plans/School Improvement Plan | Hard copy by request | Actual cost |
| Safeguarding and child protection - policies and procedures | Website/Hard copy by request | Nil/Actual cost |
| **Class 4 – How we make decisions**  Decision making processes and records of decisions. Current and previous three years as a minimum | | |
| Admissions policy/decisions – arrangements and procedures (not individual admission decisions) | Website | Nil |
| Agendas of meetings of the governing body and its sub-committees (if applicable) | Hard copy | Actual cost |
| Minutes of meetings of the governing body and its committees (as above) – excluding information that is properly considered to be private to the meetings. | Hard copy | Actual cost |
| **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 * Information requests including charges made for information routinely published, stating the basis on how costs are recovered and calculated * Health and Safety * Complaints procedure * Single equality   *Pupil and curriculum policies, including:*   * Home-school agreement * Relationships & sex education * Special educational needs * Disability equality scheme and action plan * Collective worship * Pupil behaviour | Website/Hard copy by request | Nil/Actual cost |
| * Staff recruitment * Staff code of conduct * Staff disciplinary and grievance * Staffing structure implementation plan | Hard copy by request | Actual cost |
| *Records management and personal data policies, including:*   * Information security policies * Records retention destruction and archive policies * Data protection (including information sharing policies) * Freedom of Information Publication Scheme | Hard copy by request  Hard copy by request  Website/Hard copy by request  Website/Hard copy by request | Actual cost  Actual cost  Nil/Actual cost  Nil/Actual cost |
| **Class 6 – Lists and Registers**  **Currently maintained lists and registers only** | | |
| * Curriculum circulars and statutory instruments | DfE website/Hard copy by request | Nil/Actual cost |
| * Disclosure logs | Available by inspection | Nil |
| * Asset register/Inventory | Available by inspection | Nil |
| * Any other information the school is currently legally required to hold in publicly available registers (This does not include attendance registers) | Available by inspection | Nil |
| **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 copy by request | Nil/Actual cost |
| * Out-of-school clubs | Website/Hard copy by request | Nil/Actual cost |
| * School publications | Website/Hard copy by request | Nil/Actual cost |
| * Services for which the school is entitled to recover a fee, together with those fees | Website/Hard copy by request | Nil/Actual cost |
| * Leaflets, books, and newsletters | Website/Hard copy by request | Nil/Actual cost |

Department for Education website: [www.dfe.gov.uk](http://www.dfe.gov.uk) Ofsted website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

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| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| * Disbursement cost | Photocopying/printing at 3p per sheet (black & white)  Photocopying/printing at 6p per sheet (colour) | Actual cost  Actual cost |
| Postage – 2nd class | Actual cost |
| * Statutory Fee |  | In accordance with the relevant legislation |

Oakdene Primary School is firmly committed to promoting the principles of equality and diversity. We have reviewed this policy in the light of our Equality Policy, Audit, and Action Plan.