Bilton CofE Junior School
Bilton Infant School
Bawnmore Community Infant School

BILTON COMMUNITY FEDERATION
FREEDOM OF INFORMATION PUBLICATION SCHEME

Inc Our Federation Published Guide

POLICY APPROVAL	
Statutory, recommended, or additional policy	**RECOMMENDED**
Policy review cycle	**ANNUAL**
Policy reviewed by	**E Newton (Executive Headteacher)**
Policy review date	**01/09/2026**
Date of next review	**Sept 2027**
Date approved by Governing Body	**24/09/2**

Introduction

It is our aim that our policies and procedures reflect our vision and values as a federation.

Vision: 'Empowering children to make a positive impact on the world.'

Values: Care, Honesty, Respect, Co-operation, Forgiveness and Resilience

Statement of intent

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

You can view the ICO's model publication scheme here or read it as outlined below.

In our appendices to this document, we outline the Published Guide to information as detailed in the ICO's model scheme.

Legal framework

This policy has due regard to the following legislation:

- The General Data Protection Regulation
- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

This policy also has due regard to guidance including, but not limited to, the following:

- Cabinet Office (2018) 'Freedom of Information Code of Practice'
- ICO Definition Document for Schools in England (Version 4.0, October 2021)
- ICO Model Publication Scheme
- ICO Publication Schemes: A Guide
- ICO Section 45 Code of Practice guidance
- ICO guidance on requests, advice and assistance, and time limits.

This policy will be viewed in conjunction with the Data Protection Act Policy.

The ICO Model Publication Scheme

Freedom of Information Act

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 that 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.

APPENDIX 1: Guide to Published Information

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	**Hard copy or website**	**£**
Who's who in the school	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/	Free
Who's who on the governing board, and the basis of their appointment		
Maintained schools Instrument of Government		
Contact details for the Head of School / Executive Headteacher		
The school prospectus		
The school's staffing structure		
School session times and term dates	**Hard copy:** available upon request – contact school	See schedule of charges
The school's address		
The school's contact details		
The school's email address		
Contact details for the governing board	The Chair of Governors can be contacted on: moor.l@welearn365.com	Free
Class 2: What we spend and how we spend it		
Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	**Hard copy or website**	**£**
Annual budget plan and financial statements	**Hard copy:** available upon request – contact school	See schedule of charges
Capital funding		
Financial audit reports		
Details of expenditure items over £5000 including costs, supplier and transaction information. [Published at least annually but ideally quarterly or six-monthly where practical.]		
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school's behalf, for example, the LA		

The pay policy	**Hard copy:** available upon request – contact school	See schedule of charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories (This includes members of the SLT or equivalent whose basic actual salary is at least £60,000 per annum.)		
The staffing, pay and grading structure (As a minimum, the pay information should include salaries for senior staff – members of the SLT or equivalent – in bands of £10,000, and more junior roles by salary range)		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors		
Class 3: What our priorities are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews	**Hard copy or website**	**£**
The latest Ofsted full report	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
The latest post-inspection action plan	**Hard copy:** available upon request – contact school	See schedule of charges
The performance management policy and procedures	**Hard copy:** available upon request – contact school	See schedule of charges
The latest performance data	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
The school's future plans (For example, proposals for major changes for the school such as a change in status).	**Hard copy:** available upon request – contact school	See schedule of charges
The safeguarding and child protection policies and procedures	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	**Hard copy or website**	**£**

Admissions policy	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Information pertaining to admissions decisions (Not individual admission decisions).	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
The governing board and its committees' agendas and meeting minutes (This excludes information that is regarded as private to the meetings.)	**Hard copy:** available upon request – contact school	See schedule of charges
Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities	**Hard copy or website**	**£**
Capability of staff policy	**Hard copy:** available upon request – contact school	See schedule of charges
Charging and remissions policy	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
School behaviour policy	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Sex and Relationships Education policy	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Special educational needs (SEN) – SEN information report	**Website:** BIS www.biltoninfantschool.co.uk/	Free

	BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	 See schedule of charges
Teacher appraisal policy	**Hard copy:** available upon request – contact school	See schedule of charges
Teachers' pay policy	**Hard copy:** available upon request – contact school	See schedule of charges
Data protection policy	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Health and safety policy	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Admissions arrangements	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Accessibility plan	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Behaviour principles written statement	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Central record of recruitment and vetting checks	**Hard copy:** available upon request – contact school	See schedule of charges
Complaints procedure statement	**Website:** BIS www.biltoninfantschool.co.uk/	Free

	BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	 See schedule of charges
Freedom of information procedures	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Governors' allowances (schemes for paying)	**Hard copy:** available upon request – contact school	
Premises management documents	**Hard copy:** available upon request – contact school	See schedule of charges
Equality information and objectives statement for publication	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Register of pupils' admission to school	**Hard copy:** available upon request – contact school	See schedule of charges
Register of pupils' attendance	**Hard copy:** available upon request – contact school	See schedule of charges
Register of business interests of Heads of School / Executive Headteacher and governors	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Staff discipline, conduct and grievance (procedures for addressing)	**Hard copy:** available upon request – contact school	See schedule of charges
Child protection policy and procedures	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Early years foundation stage (EYFS) policy and procedures	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges

Statement of procedures for dealing with allegations of abuse against staff	**Hard copy:** available upon request – contact school	See schedule of charges
Supporting pupils with medical conditions policy	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: • Information security policies • Records retention, destruction and archive policies • Information sharing policies	**Hard copy:** available upon request – contact school	See schedule of charges
Class 6: Lists and registers		
Our currently maintained lists and registers – this does not include our attendance registers	**Hard copy or website (Some information may only be available by inspection)**	**£**
Disclosure logs	Inspection only – contact school	No charge
Asset register	Inspection only – contact school	No charge
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	No charge
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:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
Out of school clubs	**Website:** BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	Free See schedule of charges
School publications, leaflets, books and newsletters	**Website:**	Free

	BIS www.biltoninfantschool.co.uk/ BAW www.bawnmoreinfantschool.co.uk/ BJS www.biltonjuniorschool.co.uk/ **Hard copy:** available upon request – contact school	See schedule of charges

Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at **5**p per sheet (black and white)	The actual cost incurred by the school
	Photocopying/printing charged at **10**p per sheet (colour)	The actual cost incurred by the school
	Postage	Actual costs of Royal Mail standard 2nd class
Statutory fee		In accordance with the relevant legislation.
Other		

Appendix 2: Standard Letters

Appendix 2.1 Standard letter – Seeking clarification

Dear

Thank you for your request for information received on xxxx . From the information described, we have been unable to identify the information you require.

Could you please give us more information relating to: **{Include specific information you require, try to ensure that terms that may be unfamiliar to the requestor are explained**}.

The Freedom of Information Act 2000 requires that we deal with requests such as this within 40 working days. We are not required to include any time whilst waiting for clarification of a request. We will endeavour to proceed with your request as soon as you supply the information required. If we have not received a reply within three months we will treat this request as cancelled.

If you have any comments relating to how your request has been handled by our school, please contact [School name and address]

Alternatively, you may contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 0303 123 1113

E Mail: publications@ic-foi.demon.co.uk.

Website: https://ico.org.uk/

Yours sincerely

XXXXX

Head of School

Appendix 2.2 Standard letter - Do not hold information requested

Dear

Thank you for your request for information received on xxxx .

We have conducted a thorough search of our records and unfortunately we are unable to locate the information you requested. This may be because the school has never held this information or that the information is older than the statutory requirements for retention and has been legally destroyed in accordance with our retention schedules.

If you have any comments relating to how your request has been handled by our school, please contact [School name and address]

Alternatively, you may contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 0303 123 1113

Website: https://ico.org.uk

Yours sincerely

xxxx

Head of School

Appendix 2.3 Standard letter – Publication

Dear {Name},
Thank you for your request for information, received on xxxx .
The information which you requested is already available to the public via our school publication scheme, which is available from the school office or on our website {website address}.
If you have any comments relating to how your request has been handled by our school, please contact [School name and address]
Alternatively, you may contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Enquiry/Information Line: 0303 123 1113
E Mail: publications@ic-foi.demon.co.uk.
Website: https://ico.org.uk/

Yours sincerely
xxxx
Head of School

Appendix 2.4 Standard letter – Transfer of Request
Dear
Thank you for your request for information, received on xxxx .
To the best of our knowledge the requested information is not held within the school. However, we believe that {Name and address of organisation} may hold the information you require. We will therefore need to transfer the request to them.
If you have an objection to this transfer you should let us know as soon as possible by writing to {Address} or telephoning 01 and asking for {Name of Officer dealing with the request}.
Alternatively, you may contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Enquiry/Information Line: 0303 123 1113
E Mail: publications@ic-foi.demon.co.uk.
Website: https://ico.org.uk/

Yours sincerely
xxxx
Head of School