



## WENSLEY FOLD CE PRIMARY ACADEMY

### FREEDOM OF INFORMATION PUBLICATION SCHEME

#### MISSION STATEMENT

*The school values and recognises the uniqueness of each individual child and acknowledge their fundamental right to be educated to their full potential in a safe, secure and caring environment. The school, which has a Christian heritage, will, in partnership with parents and the extended community, aim to make each day count for all.*

The governing body is responsible for maintenance of this scheme.

#### 1. INTRODUCTION:

What a publication scheme is and why it has been developed

This publication scheme commits Wensley Fold CE Primary Academy 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 Wensley Fold CE Primary Academy.

The scheme commits Wensley Fold CE Primary Academy:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Wensley Fold CE Primary Academy and falls within the classifications below.
- To specify the information which is held by Wensley Fold CE Primary Academy 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 Wensley Fold CE Primary Academy 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.
- 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 academy.
- 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. PUBLISHING INFORMATION

The method by which information published under this scheme will be made available Wensley Fold CE Primary Academy 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 Wensley Fold CE Primary Academy, 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.

Compliance with a request must be prompt and certainly within the legally prescribed limit of 20 working days, excluding school holidays. Failure to comply could result in a complaint to the Information Commissioner. The response time starts from the time the request is received. Where you have asked the enquirer for more information to enable you to answer, the 20 days start time begins when this further information has been received.

If a qualified exemption applies and you need more time to consider the public interest test, you should reply within the 20 days stating that an exemption applies but include an estimate of the date by which a decision on the public interest test will be made. This should be within a “reasonable” time – in practice, it is recommended by the Department that normally this should be within 10 working days.

Where the enquirer has been notified that a charge is to be made, the time period stops until payment is received and then continues again once payment has been received.

#### 4. CHARGES

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.

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, fax or letter. Contact details are set out below.

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

Email: [bursar@wensleyfold.blackburn.sch.uk](mailto:bursar@wensleyfold.blackburn.sch.uk)

Tel: 01254 667449

Fax: 01254 690853

Contact Name; Mrs D Simpson, Headteacher

Contact Address: Manor Road, Blackburn, Lancs, BB2 6LX

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.

**REVIEW**

The policy will be reviewed through and by consultation with staff, the Headteacher and governors.

Any amendments to the policy arising from the review procedure will go to consultation with staff and governors for discussion, approval and ratification.

*Reviewed by the Governing Body November 2020*

*Signed.....Chair of Governor s*