



PUBLICATION SCHEME FREEDOM OF INFORMATION

Denton Community Primary School & Nursery

Dated: 13th September 2022
Review date: September 2023

This publication scheme commits an authority to make information 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 school.

- To proactively publish or otherwise make available as a matter of routine, information which is held by the school and falls within the classifications detailed in this document.
- To specify the information which is held and falls within the classifications detailed in this document.
- 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 the members of the public.
- To review and update on a regular basis the information the school 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 school/authority that has been requested, and any updated versions it holds, unless the school/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 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.

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

What we spend and how we spend it.

Financial information relating to actual income and expenditure on grants received.

What our priorities are and how we are doing.

Performance information, plans and assessments.

How we make decisions.

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

Our policies and procedures.

Written policies and procedures 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 school. This information includes attendance registers, curriculum, CCTV, disclosure logs and asset registers).

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, difficult to access or forwarded to another establishment.
- Information is readily and publicly available from the school or external website.
- It would be impractical or resource-intensive to prepare the material for routine release.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

It will be clearly indicated to the public what information is covered by this scheme and how it can be obtained.

Where it is in the capability of the school, information will be provided on or 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 a language in which it is helpful or in such other language that is legally required. Where the school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislations to provide information in other forms and formats will be adhered to when providing information in accordance with the 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 school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be provided free of charge.

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

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- 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 the circumstances, including the general principles of the right of access to information help by public authorities, justified and are in accordance with a published schedule or schedule of fees.

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 the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provision of the Freedom of Information Act.