The Parkside School
Freedom of Information & Publication Scheme Policy

Approved by:	Mrs C Ellis – Gage Head Teacher	Date: November 2026
Signed:		
Next review due: by:	November 2027 Mrs F Webster-Lee Assistant Head Teacher	

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.

Background
The Governing Body must ensure that the school is registered with the Information Commissioner's Office (ICO).
Also, the school must conform to the Freedom of Information Act 2000 which gives a right of access to information held by public bodies, including schools and academies (schedule 1, Part IV). https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/

In line with Section 19 of this Act, schools must produce a publication scheme which makes it clear to the public what information they will make public when required to respond to requests for information under this legislation. Data Protection Education use the ICO model template for the Publication Scheme.

The school publication scheme should set out:

- The classes of information which will be published or which the school intends to publish either on their website or in hard copy version
- The manner in which the information will be published
- Whether the information is available to download from the website free of charge or via payment to the school

The publication scheme should conform to the model scheme for schools approved by the Information Commissioner (see references above) or a bespoke policy should be authorised by the Information Commissioner's Office (ICO).

Introduction
The School is registered with the Information Commissioner's Office (ICO) and conforms with its requirements under the Freedom of Information Act 2000. This Act gives a right of access to information held by public bodies, including schools and academies, which are required to produce a Publication Scheme that makes it clear to the public what information they will make public when required to respond to requests for information.

The Policy: In line with advice from the Local Authority, we have adopted Data Protection Education's model Publication Policy, which is based on the ICO's 'Model Publication Scheme' which covers primary schools, high school and academies.

Requirements of the Policy: As a school we are required to publicise the fact that information is available under this scheme and this is carried out annually at the beginning of the new academic year in September.

Under this scheme, we agree to review the information we are publishing. This will be done annually as we update the website. We also agree to make new information available promptly – this will be done via the school newsletter and website.

As an organisation we agree to update old information. This is carried out regularly as a matter of course, often through national channels such as the Ofsted website or the DfE school performance tables.

Information about the school is available through Local Authority as well as the government's official register of educational establishments in England and Wales - Get Information About Schools (GIAS). GIAS is also the national database of school governors https://get-information-schools.service.gov.uk/

What is Available: Information that is available is detailed below in table format and shows where the information can be sourced. Some information in our Publication Scheme is available in hard copy paper format from the school office, upon request. For ease of access, a large percentage of our Publication Scheme documents are available from our school website, and these are free to download.

Under this scheme, some personal and sensitive information is exempt from publication. Where information is not available online, we must respond promptly to any requests to see it. However, we are not required to create new information in order to comply with the act.

We seek at all times to keep parents and other members of the public fully informed of our activities through our website and newsletters (also available through the school's website)

Charging for access to information: Where information outlined in the Definition Document is not available on the website – either because it is not in electronic format or is too unwieldy to be transferred in such a format – we will make it available to be viewed in the school.
In the first instance, you should contact the School office to arrange a viewing.

Contact details: Email address: office@parkside.norfolk.sch.uk

Photocopies of such information are also available, charges for copies are shown on the final page of this document.

How The Parkside School is responding to the requirements of the Freedom of Information Act 2000

The purpose of our publication scheme is to demonstrate how we respond to the specific requirements of the Freedom of Information Act 2000 and how we are fulfilling the aims and objectives of the school, which are:

Reference documents

This policy should be read in conjunction with the following guidance document:

Definition document for governing bodies of maintained schools in England produced by the ICO (as revised in 2013)
https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf

Reference should be made to the following DPE/ School policies: Data Protection Policy and Retention of Records Policy.

Classes of information published

Class 1: **Who we are and what we do** - Organisational information, structures, locations and contacts

Class 2: **What we spend and how we spend it** – Financial information relating to projected and actual income and expenditure, procurement, contractual agreements and financial audit

Class 3: **The school's priorities and how they are being achieved** – Strategies and plans, performance indicators, audits, inspections and reviews

Class 4: **How we make decisions as a school -** Decision making process and records of decisions

Class 5: **Our policies and procedures** –This list includes all statutory DfE Policies (to be published and for internal school use) under this class of information as well as our current written protocols, policies and procedures for delivering our services and responsibilities

Class 6: **Lists and registers** - Any information that the school is legally required to hold in publicly available registers

Class 7: **The services offered by the school** – Information about the services offered by the school, including leaflets, guidance and newsletters produced for public

Maintained Schools: Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts		
Who's who in the school (ICO)	Website	Free
Who's who on the Governing Body and the basis of their appointment (ICO) Schools can add link to their record held on the 'Get Information About Schools' government database to show this information. General link to GIAS Get information about schools - GOV.UK (get-information-schools.service.gov.uk)	Website or link to GIAS GOV.UK database	Free
Instrument of Government (DfE) Schools can add link to their record held on the 'Get Information About Schools' government database to show this information. General link to GIAS Get information about schools - GOV.UK (get-information-schools.service.gov.uk)	Website or link to GIAS GOV.UK database	Free
Contact details for the Headteacher/Chair of Governors, via the School's Office (ICO)	Website	Free
School session times, term dates, including Inset days (ICO) and opening hours	Website	Free
Contact details, including School Office, individual schools and email address (ICO)	Website	Free

Class 2 – What we spend and how we spend it **Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit**		
Annual budget plan and financial statements (ICO)	Local Authority Website Childrens Services ICT Solutions (norfolk.gov.uk)	Free
Capital funding (ICO)	Local Authority Website Childrens Services ICT Solutions (norfolk.gov.uk)	Free
Financial audit reports (ICO)	Upon written request to school	Nominal Charge*
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors (ICO)	Upon written request to school	Nominal Charge*

Class 3 – What our priorities are and how we are doing **Strategies and plans, performance indicators, audits, inspections and reviews**		
Performance management policy and procedures adopted by the Governing Body (ICO)	Upon written request to school	Nominal Charge*
Performance data or a direct link to it	Website	Free
Ofsted inspection reports (ICO)	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status (ICO)	Website Upon written request to school	Free Nominal Charge*
Safeguarding and child protection (ICO)	Website	Free

Class 4 – How we make decisions **Decision making processes and records of decisions**		
Admissions policy (ICO/DfE)	Website	Free
Agendas and minutes of meetings of the Governing Body and its committees. (NB this will exclude information that is properly regarded as private to the meetings) (ICO)	Upon written request to school	Nominal Charge*

Class 5 – Our policies and procedures (Please see table below) **The School's current written protocols, policies and procedures for delivering our services and responsibilities**		
Statutory Documents - *this list also includes **all** DfE statutory documents some of which may be combined within other school documentation. It also shows which are available on the school website and free to download as well as other statutory documents which are held by the school for their internal use.*	**Availability**	**Held by School for Internal Use Only**
Accessibility Plan	Website - Free	
Admissions Policy	Website - Free	
Behaviour in Schools Policy	Website - Free	
Behaviour Principles written statement	Website - Free	
Capability of Staff	Website - Free	
Careers guidance: details of your careers programme and a provider access statement	N/A	Internal Use
Charging and Remissions Policy	Website - Free	
Child Protection Policy and Procedures	Website - Free	
Children with health needs who cannot attend school	Website - Free	
Complaints Policy	Website - Free	
Data Protection Policy	Website - Free	

Designated teacher for looked-after and previously looked-after children	N/A	Internal Use
Early Years Foundation Stage EYFS	N/A	Internal Use
Equality information and objectives (public sector equality duty) statement for publication	Website - Free	
First Aid in Schools	Website - Free	
Governors Allowances (Schemes for paying)	N/A	Internal Use
Health and Safety Policy	Website - Free	
Instrument of Government	Website - Free	
Early Career Teachers (ECTs)	Website - Free	
Premises Management Document	Website - Free	
Protection of Biometric Information held in schools	N/A	Internal Use
Register of business interests of headteachers and governors	N/A	Internal Use
Register of student's admission to school and attendance	N/A	Internal Use
School Exclusion Policy	Website - Free	
School information published on a website	Website - Free	
Sex and relationships education	Website - Free	

Single Central Record of security and vetting checks	N/A	Internal Use
Special Educational Needs and Disability SEND)	Website - Free	
Staff discipline, conduct and grievance (procedures for addressing)	N/A	Internal Use
Statement of procedures for dealing with allegations of abuse made against staff	Website - Free	
Supporting students with medical conditions	Website - Free	
Teachers Pay	N/A	Internal Use
PLEASE LIST ALL OTHER WRITTEN POLICIES / PROCEDURES THAT THE SCHOOL HAS IN PLACE TO DELIVER SERVICES AND RESPONSIBILITIES, AS REQUIRED BY THE ICO		

Class 6 – Lists and Registers		
Asset register (ICO)	By inspection - upon written request	Free
Any information the school is currently legally required to hold in publicly available registers (ICO)	By inspection - upon written request	Free

Class 7 – The services we offer **Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses**		
Extra-curricular activities (ICO)	Website	Free
Out of school clubs (ICO)	Website	Free
Services for which the school is entitled to recover a fee, together with those fees (ICO)	Website	Free
School publications, leaflets, books and newsletters (ICO)	Website	Free