



SCHOOL Guide to information available from Springfield School under the model publication scheme of the Freedom of Information Act

Class 1 – Organisational Information

Information to be published	How the information can be obtained	Format	Cost
Contact information for the school	Website / Get in touch	Web	
Times of the school day	Website / School Life	Web	
Term dates and INSET closures	Website / What's On?	Web	
School prospectus	Website / Quick Link	Web	
Overview of the curriculum	Website / Learning	Web	
Names and appointment details of governors	Website / About Us	Web	
Instrument of Government / Articles of Association	Contact the Clerk to the Governors	Hard copy	✓
Staffing structure	Contact the Business Manager	Hard copy	✓

Class 2 – Financial Information

Information to be published	How the information can be obtained	Format	Cost
Income, budget and expenditure overview	Contact the Business Manager	Hard copy	✓
Capital funding and associated projects	Contact the Business Manager	Hard copy	✓
Procurement and formal tendering processes undertaken by the school	Contact the Business Manager	Hard copy	✓
Teachers' Pay Policy	Contact the Headteacher	Hard copy	✓
Staff expenses that can be claimed – travel, subsistence, accommodation	Contact the Business Manager	Hard copy	✓
Governors' allowances	Contact the Clerk to the Governors	Hard copy	✓

Class 3 – School Priorities and Review

Information to be published	How the information can be obtained	Format	Cost
Overview of the school improvement plan	Contact the Headteacher	Hard copy	✓
Ofsted reports	Website / Quick Link	Web	
GCSE results	Website / About Us	Web	
DFE Performance table information	Website / About Us	Web	
Appraisal Policy	Contact the Headteacher	Hard copy	✓
Safeguarding and Child Protection Policy	Website / About Us	Web	
Admissions	Website / School Life	Web	
Minutes / Decisions of the Governing Body	Contact the Clerk to the Governors	Hard copy	✓

Class 4 – Decisions

Information to be published	How the information can be obtained	Format	Cost
Admissions procedures	Website / School Life	Web	
Minutes / Decisions of the Governing Body	Contact the Clerk to the Governors	Hard copy	✓

Class 5 – Policies & Documents

Information to be published	How the information can be obtained	Format	Cost
Capability of staff	Contact the Headteacher	Hard copy	✓
Charging	Website / About Us / Policies	Web	
Child Protection and Safeguarding	Website / About Us / Policies	Web	
Behaviour	Website / About Us / Policies	Web	
Sex and Relationships Education	Website / About Us / Policies	Web	
Special Educational Needs (SEND)	Website / About Us / Policies	Web	
Teacher Appraisal	Contact the Headteacher	Hard copy	✓
Data Protection and FOI sharing	Contact the Headteacher	Hard copy	✓

Health and Safety	Contact the Headteacher	Hard copy	✓
Accessibility	Contact the Business Manager	Hard copy	✓
Complaints Procedure	Website / About Us / Policies	Web	
Equality information and objectives	Website / About Us / Policies	Web	
Staff discipline and grievance procedures (for addressing)	Contact the Headteacher	Hard copy	✓

Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Format	Cost
Statutory Instruments	Contact the Clerk to the Governors	Hard copy	✓
Curriculum Circulars (links)	Contact the Clerk to the Governors	Hard copy	✓
Disclosure log for FOI requests	Contact the Headteacher	Hard copy	✓
Asset Register	Contact the Business Manager	Hard copy	✓

Class 7 – Lists and Registers

Information to be published	How the information can be obtained	Format	Cost
Staff vacancies	Website / Working here	Web	
Extra-curricular activities e.g. clubs	Website / What's On?	Web	
School publication 'Springfield News'	Website / What's On?	Web	
School 'News'	Website 'Latest News and Information'	Web	

✓ - Schedule of Charges

- Black and white photocopying will be charged at £00.05 per sheet.
- Colour photocopying will be charged at £00.15 per sheet.
- Postage will be charged at the actual cost of Royal Mail Standard.
- A charge may be levied for the administration (staff time) of complex and/or time-consuming requests which exceed the cost limit referred to in legislation.

Requesting Information

- FOI requests can be made in writing (as above) where information is not available on the school's website.
- Please enclose your name and address for correspondence and be specific about the information that you require; a telephone contact number is also useful.
- You will be advised of any potential charge; information will not be released until the charge has been received.
- The school will endeavour to respond within 20 (school) working days.

The school reserves the right to **refuse a request** in accordance with ICO guidance:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

This includes circumstances in which: it would cost too much or take too much staff time to deal with the request; the request is vexatious; the request repeats a previous request from the same person; releasing information would be contrary to the Data Protection Act. Concerns or complaints should be dealt with in line with the school's Complaints Procedure.

Date: February 2016

Review Date: Spring 2018

Governors' Committee: Finance and Site