Freedom of Information Publication Scheme

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Contents **Page**

Item 1 Model publication scheme 2

Item 2 Classes of information 2

Item 3 The method by which information publishedunder this scheme will be made available 3

Item 4 Charges which may be made for informationpublished under this scheme 3

Item 5 Written requests 4

Model Publication Scheme

The school has adopted the model publication scheme for public authorities (which includes schools), prepared and approved by the Information Commissioner.
This publication scheme commits a school 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

1.2 The scheme commits a school:

a. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
b. To specify the information that is held by the school and falls within the classifications below.
c. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
d. 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.
e. To review and update on a regular basis the information the school makes available under this scheme.
f. To produce a schedule of any fees charged for access to information which is made proactively available.
g. To make this publication scheme available to the public.
h. To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school 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 school is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

1. Classes of Information

Description	**Explanation**
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 school.
The services we offer.	Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

2.1 The classes of information will not generally include:

a. 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. b. Information in draft form.

c. 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.

2. The method by which information published under this scheme will be made available

The school 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 the school, 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, the school will provide it by hard copy on payment of the appropriate copying cost (and if necessary, postage).
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 a school 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.

3. 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.
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 either regulations made under section 11B of the Freedom of Information Act or other enactments.
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.

4. 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 provisions of the Freedom of Information Act.

Information to be published	How to get it	Approximate cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts. Current information only.		
Who's who in the school	Website	Nil
Who's who on the governing body and the basis of their appointment	Website	Nil
Instrument of Government	Website	Nil
Contact details for the Headteacher and for the governing body (named contacts with telephone number and email address)	Website	Nil
School prospectus	Website	Nil
Annual report	Website	Nil
Staffing structure	Website	Nil
School session times and term dates	Website	Nil
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. Current and previous financial year.		
Annual budget plan	Hard copy on request	~£1 each
Financial Statements	Hard copy on request	~£1 each
Capitalised funding	Hard copy on request	~£1 each
Additional funding	Hard copy on request	~£1 each
Procurement and projects	Hard copy on request	~£1 each

Information to be published	How to get it	Approximate cost
Pay policy	Hard copy on request	~£1 each
Staffing and grading structure	Hard copy on request	~£1 each
Governors' allowances	Hard copy on request	~£1 each
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information.		
School profile: • Government supplied performance data • The latest Ofsted report - summary • The latest Ofsted report - full report	Website	Nil
Performance management policy and procedures adopted by the governing body.	Hard copy on request	~£2 each
Schools future plans	Website	Nil
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous three years		
Admissions policy/decisions (not individual admission decisions)	Website	Nil
Agendas of meetings of the governing body	Hard copy on request	~£1 each
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy on request	~£1 each
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
School policies, including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staffing structure • Information request handling policy • Equality policies • Staff recruitment policies	 Website Website Website Available on request Available on request Website Available on request	Nil Nil Nil Nil Nil Nil Nil ~£1 each
Pupil and curriculum policies, including: • Home-school agreement • Curriculum • Special educational needs • Careers education • Student behaviour	 Website Website Website Website Website	 Nil Nil Nil Nil Nil

Records management and personal data policies, including: • Information security policies • Data protection (including information sharing policies)	Available on request Website	~£1 each Nil
Charging regimes and policies for information.	Website	Nil
Class 6 – Lists and registers Currently maintained lists and registers only.		
Disclosure logs	By inspection	Nil
Asset register	By inspection	Nil
Any information the school is currently legally required to hold in publicly available registers (*this does not include the attendance register*)	By inspection	
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.		
Extracurricular activities	Website	Nil
Out of school clubs	Website	Nil
School publications	Website	Nil
Services for which the school is entitled to recover a fee, together with those fees	Website	Nil
Leaflets books and newsletters	Website	Nil

Schedule of charges

Type of charge	**Description**	**Basis of charge**
Disbursement cost	Photocopying/printing @ 5p per A4 side (black & white)	Actual cost incurred by the school
	Photocopying/printing @ 10p per A4 side (colour)	Actual cost incurred by the school
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	In accordance with the relevant legislation	

The school will make the Governing Body aware of any requests.

Contact details for viewing information by inspection

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Leeds
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Email: school@lawnswoodschool.co.uk