



FREEDOM OF INFORMATION POLICY A GUIDE TO THE PUBLICATION SCHEME

Spring 2020

Introduction

This guide has been produced as a requirement of the Information Commissioner’s Office (ICO) and is based on a Model Publication Scheme.

The Model Publication Scheme and definition document provided by the ICO for schools was adopted by the Governing Body of Appleton thorn Primary School in April 2020. The Governing Body formally approved the detail and content of the Scheme via email in April 2020.

The Model Publication Scheme provides a list of the information routinely published by schools which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release

The School’s Publication Scheme can be found on the website - www.appletonthornprimary.org.uk

The Model Publication Scheme and definition document for schools can be downloaded by following the links from www.ico.org.uk

Information to be made available by the School

The information we routinely publish falls into the following categories - these have been determined by the ICO:

- 1 Who we are and what we do**
 - Organisational information – structures, locations, contacts
- 2 What we spend and how we spend it**
 - Published accounts
- 3 What our priorities are and how we are doing**
 - Strategies and plans, performance indicators, inspections and reviews
- 4 How we make decisions**
 - Decision-making processes, records of decisions

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5. Our policies and procedures

- Current written protocols, policies and procedures for delivery of College services and responsibilities

6. Lists and registers

- Information legally required to be held in publicly available registers and logs

7. The Services we offer

- Prospectuses, leaflets, advice and guidance, newsletters

How to obtain information

Via the school website - appletonthornprimary.org.uk

By e-mail to – AppletonThorn_Primary@warrington.gov.uk

In writing to –

Mrs Joanne Roach
 School Business Manager
 Appleton Thorn Primary School
 Arley Road
 Appleton Thorn
 Warrington
 Cheshire WA4 4RW

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from –

The Information Commissioner
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire SK9 5AF

or via the internet at www.ico.gov.uk

Charges for information

The School may make a reasonable charge for information which is not available on its website. Calculation of a precise charge will depend upon the complexity of any information request (and costs incurred by the School in meeting such requests). Any such charge will be notified as soon as possible, with payment required *in advance of* the production of the requested information.

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