



THE Boswells SCHOOL

A member of the Chelmsford Learning Partnership

FREEDOM OF INFORMATION PUBLICATION SCHEME

Responsible	Local Governing Body
Lead Staff Member	Headteacher
Approved by	Local Governing Body
Date Approved	24 th September 2019
Version	2
Review Date	Spring 2021
Internal/External	External

1. What is a Publication Scheme?

The Boswells School has adopted the model approved by the Information Commissioner's Office which sets out the classes of information which we publish or intend to publish; the format in which the information will be made available and whether the information is available free of charge or on payment.

The scheme commits our school to:

- Proactively/ routinely publish information which is held by us falling within the "Classes" below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

- A. Who we are and what we do.
- B. What we spend and how we spend it.
- C. What our priorities are and how we are doing.
- D. How we make decisions.
- E. Our policies and procedures.
- F. Lists and registers.
- G. The services we offer.

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.

3. Making Information Available:

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 indicate how information can be obtained by other means and provide it by those means (see Section 6).

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.

4. Charging

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest 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 law.

Charges may be made to cover our costs 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 circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

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 FOI Section 11B, or with other statutory powers of the school.

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.

5. 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.

6. The Scheme

Class 1 - Who we are and what we do		
For example: Organisational information, staffing structures, locations and contacts. This will be current information only.	<ul style="list-style-type: none"> • Hard Copy • Website • Both 	
Information to be published	How to get a copy	Cost
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	Link to CLP Website	Nil
Contact details for the Headteacher and for the governing body	Website	Nil
School prospectus	Website	Nil
Annual Report	Hard Copy on request	
Staffing structure	Website	Nil
School session times and term dates	Website	Nil

Class 2 – What we spend and how we spend it		
	<ul style="list-style-type: none"> • Hard Copy • Website • Both 	
Information to be published	How to get a copy	Cost
Annual budget plan and financial statements	Website link to CLP Website	Nil
Capitalised funding	Website link to CLP Website	Nil
Additional funding	Website and Link to CLP Website	Nil
Procurement and projects	Website link to CLP Website	Nil
Pay policy	Hard copy on request	Nil
Staffing and grading structure	Hard copy on request	Nil

Governors' allowances	N/A	
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<p>Class 3 – What our priorities are and how we are doing</p> <p>For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum</p>	<ul style="list-style-type: none"> • Hard Copy • Website • Both 	
Information to be published	How to get a copy	Cost
<p>School profile:</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report: <ul style="list-style-type: none"> - Summary - Full report 	Website	Nil
Performance management policy and procedures adopted by the governing body.	Hard copy on request	Nil
Schools future plans	Hard copy on request	Nil
Every Child Matters – policies and procedures	Website	Nil

<p>Class 4 – How we make decisions</p> <p>For example: Decision making processes and records of decisions. Current and previous three years as a minimum</p>	<ul style="list-style-type: none"> • Hard Copy • Website • Both 	
Information to be published	How to get a copy	Cost
Admissions policy/decisions (not individual admission decisions)	Website	Nil
Agendas of meetings of the governing body and (if held) its sub-committees	Inspection only	n/a
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Inspection only	n/a

<p>Class 5 – Our policies and procedures</p> <p>For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only</p>	<ul style="list-style-type: none"> • Hard Copy • Website • Both 	
Information to be published	How to get a copy	Cost
<p><i>School policies including:</i></p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Hard copy on request</p> <p>Hard copy on request</p> <p>Hard copy on request</p> <p>Website</p> <p>Website</p> <p>Website</p>	<p>Nil</p>
<p><i>Pupil and curriculum policies, including:</i></p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Spiritual Moral Social and Cultural • Careers education • Behaviour • Anti-bullying • Exclusion • Education of Children in Care 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>	<p>Nil</p>
<p><i>Records management and personal data policies, including:</i></p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Hard copy on request</p> <p>Website</p> <p>Website</p>	<p>Nil</p>
<p><i>Charging regimes and policies:</i></p>	<p>Website</p>	<p>Nil</p>

<p>Class 6 – Lists and Registers</p>	<ul style="list-style-type: none"> • Hard Copy • Website 	
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For example: Currently maintained lists and registers only	<ul style="list-style-type: none"> • Both • Some information may only be available by inspection 	
Information to be published	How to get a copy	Cost
Curriculum circulars and statutory instruments	Website	Nil
Disclosure logs	Inspection Only	n/a
Asset register	Inspection Only	n/a
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Inspection Only	n/a

Class 7 – The services we offer For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	<ul style="list-style-type: none"> • Hard Copy • Website • Both • Some information may only be available by inspection 	
Information to be published	How to get a copy	Cost
Extra-curricular 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

Additional Information For example: Anything identified in addition to the above		

7. Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE																		
“Disbursement” cost	Photocopying/printing @ .3p per sheet (black & white)	Actual cost *																		
	Photocopying/printing @ .8p per sheet (colour)	Actual cost *																		
	Postage@ <table border="1" data-bbox="438 566 1179 947"> <thead> <tr> <th data-bbox="438 566 810 636"> Format and max measurements </th> <th data-bbox="810 566 1023 636"> Max Weight </th> <th data-bbox="1023 566 1179 636"> 2nd Class </th> </tr> </thead> <tbody> <tr> <td data-bbox="438 636 810 734"> Letter 24 cm long x16.5cm wide. 0.5cm thick </td> <td data-bbox="810 636 1023 734"> 100g </td> <td data-bbox="1023 636 1179 734"> 61p </td> </tr> <tr> <td data-bbox="438 734 810 792"> Large letters </td> <td data-bbox="810 734 1023 792"> 100g </td> <td data-bbox="1023 734 1179 792"> 83p </td> </tr> <tr> <td data-bbox="438 792 810 851"> 35.3cm long x 25cm wide </td> <td data-bbox="810 792 1023 851"> 250g </td> <td data-bbox="1023 792 1179 851"> £1.32 </td> </tr> <tr> <td data-bbox="438 851 810 909"> 2.5cm thick </td> <td data-bbox="810 851 1023 909"> 500g </td> <td data-bbox="1023 851 1179 909"> £1.72 </td> </tr> <tr> <td data-bbox="438 909 810 947"> _____ </td> <td data-bbox="810 909 1023 947"> 750g </td> <td data-bbox="1023 909 1179 947"> £2.33 </td> </tr> </tbody> </table>	Format and max measurements	Max Weight	2nd Class	Letter 24 cm long x16.5cm wide. 0.5cm thick	100g	61p	Large letters	100g	83p	35.3cm long x 25cm wide	250g	£1.32	2.5cm thick	500g	£1.72	_____	750g	£2.33	Actual cost of Royal Mail standard 2 nd class *
	Format and max measurements	Max Weight	2nd Class																	
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_____	750g	£2.33																		
Other																				

* The actual cost incurred by the school