Freedom of Information Policy and Publication Scheme

Perins School

2023-2024

Freedom of Information Policy and Publication Scheme

This Policy contains the Publication Scheme of Information for The Perins MAT under the Freedom of Information Act 2000. Personal data is not available under this scheme. Any requests for personal data will be dealt with separately in accordance with the Data Protection Act 2018.

The Trustees are responsible for the maintenance of this information scheme.

1. **Aims**

Perins School is committed to making information available to the public as part of its normal business activities. As a result the Trust will seek, through this guidance and the publication scheme;

- To publish proactively or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and which falls within the classifications set out below.
- To specify the information which is held by the school and falls within the classifications below.
- To publish proactively 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 school makes available under this scheme.
- To explain any fees charged for access to information which is made proactively available.
- Where possible to publish any data set, preferable electronically and make this available for re-use

2. **Categories of information and the Publication Scheme**

The publication scheme guides you to the information which we currently hold or publish. This is divided into categories of information known as 'classes'. These classes are summarised below with specific instances given in the publication scheme.

3. **Classes of information**
   a) **Who we are and what we do**
      Organisational information, locations and contracts, constitutional and legal governance
   b) **What we spend and how we spend it**
      Financial information relating to projected and actual income and expenditure, tendering procurement and contracts

c) What our priorities are and how we are doing

Strategy and performance information, plans and assessment, inspection and reviews

d) How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

e) Our policies and procedures

Current written protocols for delivering our functions and responsibilities

f) Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the school

g) The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

4. How to request information

If you require a paper or electronic version of any of the documents within the scheme please contact the school by telephone, email or letter. Contact details are set out below

Email **datamanager@perins.hants.sch.uk**

Telephone **01962 734361**

Address **Perins School, Pound Hill, Alresford Hants, SO24 9BS**

5. Paying for information

Single copies of information covered in this publication scheme are provided free unless stated otherwise in section 8. If your request means that we have to do a lot of photocopying or printing, or pay a large postage fee, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. We will not normally charge for the time taken to compile the information.
We aim to process all reasonable requests within 20 school days. If we cannot do so we will write and explain why not. Please note that it may not be possible to comply with this timeframe outside of term time.

6. Right to refuse a request

We will refuse a request if

- It would cost too much to comply
- The request is vexatious or repeated
- The information is exempt from disclosure under one of the exemptions of the Act

When we refuse a request we will explain

- What exemption applies and why
- The public interest considerations we have taken into account
- The requester's right to complain to the Information Commissioners Office.

The refusal notice will

- Be made in writing (letter or email)
- State which exemption applies
- Explain why the exemption applies – including the public interest test if it is a qualified exemption.

7. Feedback and Complaints

We welcome any feedback or suggestions you may have about the scheme. If you want to make any comments about this publication scheme, or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Clerk of the Governors, Perins School.
If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint should be made then this should be addressed to the Information Commissioner's Office. This is an organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at

Information Commission, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303123113 or 01625545745

www.ico.gov.uk

Perins Publication Scheme

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

Information to be published	How the information can be obtained
a) Who we are and what we do	
Academy Funding Agreement	school@perins.hants.sch.uk
Articles Of Association	School Website - Perins.net
School staff and structure	School Website - Perins.net
Governing body – names and contact details and the basis of their appointment	School Website - Perins.net
School session times, term dates and holidays	School Website - Perins.net
Location and contact information – address, telephone number and website for school and Headteacher	School Website - Perins.net
School Prospectus	School Website - Perins.net

Information to be published	How the information can be obtained
b) What we spend and how we spend it	
Annual budget plan and financial statements	School Website - Perins.net
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	school@perins.hants.sch.uk
Financial audit reports	school@perins.hants.sch.uk
Additional funding – income generation schemes and other sources of funding	school@perins.hants.sch.uk
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	school@perins.hants.sch.uk
Pay Policy	school@perins.hants.sch.uk
Staff allowances and expenses of senior staff	school@perins.hants.sch.uk
Governors allowances	School Website - Perins.net

Information to be published	How the information can be obtained
c) What our priorities are and how we are doing	
Latest Ofsted report with a link to the Ofsted website	School Website - Perins.net
Performance data as supplied to the government	School Website - Perins.net
Performance Management policies and procedures adopted by the Governors	school@perins.hants.sch.uk
Any major proposals for the future of the school, involving, for example, consultation on a change in school status.	school@perins.hants.sch.uk
Safeguarding and child protection – policies and procedures on safeguarding and promoting the welfare of children	School Website - Perins.net

Information to be published	How the information can be obtained
d) How we make decisions	
Admissions policy – arrangements and procedures and right of appeal including information on application numbers and the number of successful applicants by each oversubscription criteria where appropriate.	School Website - Perins.net
Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	**Clerk to the Governors – clerk@perins.hants.sch.uk**

Information to be published	How the information can be obtained
e) Our policies and procedures	
Charging and remissions	School Website - Perins.net
Health and safety and risk assessment	School Website - Perins.net
Complaints procedure	School Website - Perins.net
Staff conduct policy	school@perins.hants.sch.uk
Discipline and grievance policies	school@perins.hants.sch.uk

Staffing structure implementation plan	school@perins.hants.sch.uk
Staff recruitment policies	school@perins.hants.sch.uk
Home-school agreement	Student diaries
Curriculum	School Website - Perins.net
Sex Education	School Website - Perins.net
Special Educational Needs	School Website - Perins.net
Accessibility	School Website - Perins.net
Race equality	School Website - Perins.net
Collective worship	school@perins.hants.sch.uk
Careers education	school@perins.hants.sch.uk
Behaviour Policy	School Website - Perins.net
Equality and diversity policies procedures and plans	School Website - Perins.net
Policies and procedures for the recruitment of staff	school@perins.hants.sch.uk
Charging regime	school@perins.hants.sch.uk

Information to be published	How the information can be obtained
f) Lists and registers	
Curriculum circulars and statutory instruments	school@perins.hants.sch.uk
Disclosure logs	school@perins.hants.sch.uk
Asset register	school@perins.hants.sch.uk
Any information the Academy is currently legally required to hold in publically available registers	school@perins.hants.sch.uk

Information to be published	How the information can be obtained
g) The services we offer	
Extra-curricular activities	School Website - Perins.net
Out of school clubs	School Website - Perins.net
School publications	School Website - Perins.net
Services for which the Academy is entitled to recover a fee, together with those fees	school@perins.hants.sch.uk
Leaflets, booklets and newsletters	School Website - Perins.net