



# **Freedom of Information Publication Scheme**

**January 2024**

**Approved by the Governing Body Strategy Group 18/01/24**

**This Policy is due for renewal in Term 3  
2024–25**

**FREEDOM OF INFORMATION PUBLICATION SCHEME**  
**on information available under the Freedom of Information Act 2000**  
**OF**  
**GODINTON PRIMARY SCHOOL**

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. The Information Commissioner's Office (ICO) has approved the operation of a generic model publication scheme by all public authorities from 1 January 2009, and this has been adopted by Godinton Primary School.

The model commits a public authority to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*.

*The governing body is responsible for maintenance of this scheme.*

**SECTION ONE – INTRODUCTION: what a publication scheme is and why it has been developed?**

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

Our publication scheme, sets out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form, and some is available via our website.

**SECTION TWO – AIMS AND OBJECTIVES**

Godinton Primary School aims to:

- enable every child to fulfill their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

*This publication scheme is a means of showing how we are pursuing these aims.*

### **SECTION THREE – CATEGORIES OF INFORMATION PUBLISHED**

The publication scheme guides interested parties to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes’.

The classes of information that we undertake to make available are organised into seven areas:

- **Class 1 – Who we are and what we do**
- **Class 2 – What we spend and how we spend it**
- **Class 3 – What our priorities are and how we are doing**
- **Class 4 – How we make decisions**
- **Class 5 – Our policies and procedures**
- **Class 6 – Lists and Registers**
- **Class 7 – The services we offer**

### **SECTION FOUR – HOW TO REQUEST INFORMATION**

A publication scheme gives people access to some information without them having to make specific requests. If you require a paper version of any of the documents within the scheme, the school should be contacted by email, fax or letter. Contact details are set out below.

Email: [office@godinton.kent.sch.uk](mailto:office@godinton.kent.sch.uk)

Tel: 01233 621616

Fax: 01233 640564

Contact Address: **Godinton Primary School, Lockholt Close, Ashford, Kent. TN23 3JR**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

If you require information that is not mentioned in the publication scheme the school should be contacted in writing. Please also include:

- The name of the person asking for information

- An address for correspondence to be sent to
- A clear description of the information wanted

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it. The school will inform you as to whether or not this information exists.

You do not have to give a reason for wanting to see the information.

## **SECTION FIVE – PAYING FOR INFORMATION**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Copies of documents may also be sent by email. This is free of charge.

Single copies of information covered by this publication are provided free unless stated otherwise. If a charge is applicable then anyone requesting information will be informed as to the total cost before this is provided. Payment should then be made before the information is obtained. Payment must be made within 3 months otherwise the request can be ignored.

Postage will also be charged at a standard rate if requested.

Arrangements can be made for information to be viewed on the school site at no cost. Inquiries about this can be made at the school.

## **SECTION SIX – TIMESCALES**

As a public authority the school must, by law, respond to a request for information within 20 working days of receiving it. Within these 20 working days the school will:

- Give you the information they have asked for
- Tell them that the information will not be released due to exemptions.
- Provide details of the fee if applicable.

20 working days does not include school holidays.

## **SECTION SEVEN – COMPLAINTS AND APPEALS**

A person may complain to the school about how their request was dealt with. This should be done following the school's complaints procedure. A copy of the school's complaints policy is available from the school office or is available on the school website.

If you are not satisfied with information which has been withheld or consider charges for the information are unfair, you can appeal to the Information Commissioner. The Information Commissioner's office is an independent body that reports to parliament. It monitors the Data Protection Act 1998 and the Freedom of Information Act 2000 and makes sure that organisations fulfil their legal responsibilities under the Acts. For more information and advice:

- Phone the information line on 01625 545745
- Visit the Information Commissioner's Website at [www.informationcomissioner.gov.uk](http://www.informationcomissioner.gov.uk)