



**WHITLEIGH  
PRIMARY AND  
SIR JOHN HUNT  
FEDERATION**

Sir John Hunt



# **Freedom of Information Publication Scheme**

**First Adopted: Full Governors on 24<sup>th</sup> March 2010**

**Readopted: Full Governors on 23<sup>rd</sup> March 2011**

**Readopted: Full Governors – 21<sup>st</sup> March 2012**

**Re Adopted Federation: 8<sup>th</sup> June 2015**

**Re Adopted Federation: 2<sup>nd</sup> December 2015**

**Reviewed: 30 November 2016**

**Next review: November 2019**

# Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish 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 authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **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 authority.

**The services we offer.**

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

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.

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

The authority 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 a public authority, 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, a public authority will indicate how information can be obtained by other means and provide it by those means.

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.

## 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 authority 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

## Written requests

Information held by a public authority 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.

# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION includes the following schools/college (contact details on Page 9):

- Sir John Hunt Community Sports College
- Whitleigh Community Primary School

Information to be published	How the information can be obtained (see relevant school / individual contact details on Page 13)
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p><i>This will be current information only</i></p>	<p><i>(hard copy and/or website)</i></p>
Who's who in the school	Contact relevant school/college
Who's who on the governing body and the basis of their appointment	Clerk to Governors/school website
Instrument of Government	Clerk to Governors
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Contact relevant school/college and Clerk to Governors
School prospectus	Relevant school/college website
Annual Report	Relevant school/college website
Staffing structure	Contact relevant school/college
School session times and term dates	Relevant school/college website

# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

<p><b>Class 2 – What we spend and how we spend it</b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p><i>Current and previous financial year as a minimum</i></p>	<p><i>(hard copy and/or website)</i></p>
<p>Annual budget plan and financial statements</p>	<p>Contact relevant school/college</p>
<p>Capitalised funding</p>	<p>Contact relevant school/college</p>
<p>Additional funding</p>	<p>Contact relevant school/college</p>
<p>Procurement and projects</p>	<p>Contact relevant school/college</p>
<p>Pay policy</p>	<p>Contact relevant school/college</p>
<p>Staffing and grading structure</p>	<p>Contact relevant school/college</p>
<p>Governors' allowances</p>	<p>Clerk to Governors</p>

# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p><i>Current information as a minimum</i></p>	<p><i>(hard copy or website)</i></p>
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p>Contact relevant school/college</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Clerk to Governors</p>
<p>Schools future plans</p>	<p>Contact relevant school/college</p>
<p>Every Child Matters – policies and procedures</p>	<p>Contact relevant school/college</p>

# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)</p> <p><i>Current and previous three years as a minimum</i></p>	<p><i>(hard copy or website)</i></p>
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Contact relevant school/college</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Clerk to Governors</p>
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.</p>	<p>Clerk to Governors</p>



# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p><i>Current information only</i></p>	<p><i>(hard copy or website)</i></p>
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Contact relevant school/college          (and/or Clerk to Governors for policies)</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Contact relevant school/college          (and/or Clerk to Governors for policies)</p>

# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Contact relevant school/college</p>
<p>Charging regimes and policies.</p> <p><i>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</i></p>	<p>Contact relevant school/college</p>

# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

<p><b>Class 6 – Lists and Registers</b></p> <p><i>Currently maintained lists and registers only</i></p>	<p><i>(hard copy or website; some information may only be available by inspection)</i></p>
<p>Curriculum circulars and statutory instruments</p>	<p>Contact relevant school/college</p>
<p>Disclosure logs</p>	<p>Contact relevant school/college</p>
<p>Asset register</p>	<p>Contact relevant school/college</p>
<p><i>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</i></p> <p>Off-site Activity Leader Register? Others?</p>	<p>Contact relevant school/college</p>

# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p><i>Current information only</i></p>	<p><i>(hard copy or website; some information may only be available by inspection)</i></p>
<p>Extra-curricular activities</p>	<p>Contact relevant school/college</p>
<p>Out of school clubs</p>	<p>Contact relevant school/college</p>
<p>School publications</p>	<p>Contact relevant school/college</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Contact relevant school/college</p>
<p>Leaflets books and newsletters</p>	<p>Contact relevant school/college</p>
<p><b>Additional Information</b>  <i>This will provide schools with the opportunity to publish information that is not itemised in the lists above</i></p>	

# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

## Contact details:

WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION  
Lancaster Gardens  
Whitleigh  
Plymouth  
PL5 4AA  
Tel: 01752 201020  
Email: [campusadmin@woodview.plymouth.sch.uk](mailto:campusadmin@woodview.plymouth.sch.uk)

Sir John Hunt Community Sports College  
Tel: 01752 201020  
Email: [admin@sirjohnhunt.plymouth.sch.uk](mailto:admin@sirjohnhunt.plymouth.sch.uk)  
Website: [www.sirjohnhunt.plymouth.sch.uk](http://www.sirjohnhunt.plymouth.sch.uk)

Whitleigh Community Primary School  
Tel: 01752 706303  
Email: [admin@whitleigh-pri.plymouth.sch.uk](mailto:admin@whitleigh-pri.plymouth.sch.uk)  
Website: [www.whitleigh-pri.plymouth.sch.uk](http://www.whitleigh-pri.plymouth.sch.uk)

## Schedule of Charges

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

# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	<i>Photocopying/printing per sheet (black &amp; white)</i>	<i>Actual cost</i>
	<i>Photocopying/printing per sheet (colour)</i>	<i>Actual cost</i>
	<i>Postage</i>	<i>Actual cost of Royal Mail standard 2<sup>nd</sup> class</i>
<b>Statutory Fee</b>		<i>In accordance with the relevant legislation (quote the actual statute)</i>
<b>Other</b>		

Single copies of information covered by this publication are provided free. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

# Guide to information available from WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

I can confirm that the governors of Whiteleigh Primary and Sir John Hunt Federation have adopted this policy as their own.

## Chair of Governors

Sign.....

Print.....

Date .....

## Headteacher

Sign.....

Print.....

Date .....

## Principal

Sign.....

Print.....

Date .....