

Stocks Lane Primary School **Freedom of Information Act**



This model publication scheme has been prepared and approved by the Information Commissioner and adopted by Stocks Lane Primary School. It 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 of which the disclosure 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.

Please see Annex 1 for a full list of documents, how to obtain the information and costs that may be incurred.

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.

Contact details

If you require a paper version of information, or want to ask whether information is available, please contact the school office. Please make your request in writing, for example, in a letter or in an email. Contact details are set out below or you can visit the school website: <https://www.stockslanepimary.co.uk/>

Postal address: Mrs L. Neal, Headteacher, Stocks Lane Primary School, Stocks Lane, Clayton Heights, Queensbury, Bradford. BD3 2RH

Turnaround time

We will acknowledge your request as soon as possible and wherever possible within the specified time limit of 20 days. If your request is particularly complex we will assess how long it is likely to take to retrieve the relevant information. If it is more than 6 hours of staff time we will levy a charge. In this case we will write to you to advise you of the cost and you can decide whether or not to continue.

Monitoring, evaluation and review

The school will review this policy every three years and assess its implementation and effectiveness.

Reviewed: March 2026

Renewal Date: March 2029

Signed Chair of Governors..... Date.....

Signed Headteacher.....Date.....

Annex 1 Guide to information available from Stocks Lane under the Model Publication Scheme

Class 1:

Who we are and what we do: Organisational information, structure, locations and contacts.

| Information to be published | How the information can be obtained | Cost |
|--|-------------------------------------|-----------|
| Information about us; our structure, location and contacts- current information only | Website | No charge |
| Who is who on the local governing body/ contact details | Website | No charge |
| Contact details for Headteacher | Website | No charge |
| School prospectus | Website | No charge |
| Staffing | Website | No charge |
| School term dates | Website | No charge |

Class 2:

What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|---------------------|
| Annual budget plan and financial statements | Hard copy | Schedule of charges |
| Capital funding | Hard copy | Schedule of charges |
| Additional funding | Hard copy | Schedule of charges |
| Procurement and projects | Hard copy | Schedule of charges |
| Pay policy | Hard copy | Schedule of charges |
| Staffing and grading structure | Hard copy | Schedule of charges |
| Governors' allowances | Hard copy | Schedule of charges |

Class 3:

What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.

| Information to be published | How the information can be obtained | Cost |
|--------------------------------------|-------------------------------------|---------------------|
| Latest Ofsted inspection report | Website | No charge |
| School improvement plan | Hard copy | Schedule of charges |
| Safeguarding policies and procedures | Website | No charge |
| Performance Information | Website | No charge |

Class 4:

How we make decisions: Decisions of the governors and academy leadership, including consultations.

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|---------------------|
| Admissions policy (not individual admission decisions) | Website | No charge |
| Agenda and minutes of local governing body and its sub-committees | Hard copy | Schedule of charges |

Class 5:

Our policies and procedures: Current written protocols for delivering our functions and responsibilities.

| Information to be published | How the information can be obtained | Cost |
|-----------------------------|-------------------------------------|---------------------|
| School policies | Website | No charge |
| Staff policies | Hard Copy | Schedule of charges |

Class 6:

Lists and registers: Information held in registers required by law and other lists and registers relating to the running of the school.

| Information to be published | How the information can be obtained | Cost |
|--|-------------------------------------|---------------------|
| Curriculum circulars and statutory instruments | Hard copy | Schedule of charges |
| Asset register | Hard copy | Schedule of charges |
| Any information the school is currently legally required to hold in publicly available registers (this does not include attendance registers). | Hard copy | Schedule of charges |

Class 7:

The services we offer: Advice and guidance, booklets, leaflets and media releases.

| Information to be published | How the information can be obtained | Cost |
|--------------------------------|-------------------------------------|-----------|
| Extra-curricular opportunities | Website | No charge |
| Newsletters | Website | No charge |
| School publications | Website | No charge |

Schedule of charges

| Type of charge | Description | Basis of charge |
|-------------------|---|---|
| Disbursement cost | Photocopying/printing @ 10p per A4 sheet (black and white) | Actual cost |
| | Actual cost Photocopying/printing @ 30p per A4 sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail Standard Second Class |
| Statutory fee | | In accordance with relevant legislation |