



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

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Freedom of Information Policy Publication Scheme 2021-2024

(Derived from West Sussex model policy 2018)

Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22

It is this fruit that, in partnership with parents, we will instil in the children of our school.

Publication Scheme 2021 - 2024

This publication scheme has been prepared and approved by the Information Commissioner. The School has adopted it without modification.

This publication scheme commits the School to make information available to the public as part of its normal business activities.

The scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School 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 School that has been requested, and any updated versions it holds, unless the School 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 a specified licence. The term „dataset“ is defined in section 11(5) of the Freedom of Information Act. The terms „relevant copyright work“ and „specified licence“ are 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 School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the School's capability 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.

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.

Obligations under equality 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 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 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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 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.

Information to be published	How the information can be obtained	Cost 10p per page
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who in the school	Hard copy Contact: School Business Manager	10p/page
Who's who on the governing body and the basis of their appointment	Website http://www.broadwater.w-sussex.sch.uk	Free
Instrument of Government Terms of Reference for Committees	Website http://www.broadwater.w-sussex.sch.uk	Free
Contact details for the Head teacher and for the governing body.	Website http://www.broadwater.w-sussex.sch.uk	Free
School prospectus	Website http://www.broadwater.w-sussex.sch.uk	Free
Staffing structure	Website http://www.broadwater.w-sussex.sch.uk	Free
School session times and term dates	Website http://www.broadwater.w-sussex.sch.uk	Free
Address of school and contact details, including email address	Website http://www.broadwater.w-sussex.sch.uk	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy Contact: School Business Manager	10p/page
Capital funding	Hard copy Contact: School Business Manager	10p/page
Financial audit reports	Hard copy Contact: School Business Manager	10p/page
Details of expenditure items over £2000.	Hard copy Contact: School Business Manager	10p/page
Procurement and contracts the school has entered into, or	Hard copy	10p/page

information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Contact: School Business Manager	
Pay policy	Hard copy Contact: School Business Manager	10p/page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy Contact: School Business Manager	10p/page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy Contact: School Business Manager	10p/page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy Contact: School Business Manager	10p/page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School Performance Data <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report • The latest SIAMS report 	Website http://www.broadwater.w-sussex.sch.uk	Free
Performance management policy and procedures adopted by the governing body.	Hard copy Contact: School Business Manager	10p/page
School development plans	Hard copy Contact: School Business Manager	10p/page
Safeguarding and child protection policies	Website http://www.broadwater.w-sussex.sch.uk	Free
The school local offer	Website http://www.broadwater.w-sussex.sch.uk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy (not individual admission decisions)	Website http://www.broadwater.w-sussex.sch.uk	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy Contact: Clerk to the Governors	10p/page
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy Contact: Clerk to the Governors	10p/page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

School policies including:	All Policies are available either on the website: http://www.broadwater.w-sussex.sch.uk Or available on request to the school office. office@broadwaterce.org	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention destruction and archive policies Data Protection Information security policies 	All Policies are available either on the website: http://www.broadwater.w-sussex.sch.uk Or available on request to the school office. office@broadwaterce.org	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy Contact: School Business Manager	10p/page
Disclosure logs	Hard copy Contact: School Business Manager	10p/page
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Website http://www.broadwater.w-sussex.sch.uk	Free
Out of school clubs	Website http://www.broadwater.w-sussex.sch.uk	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy Contact: School Business Manager	10p/page
Leaflets books and newsletters	Website http://www.broadwater.w-sussex.sch.uk	Free

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 @ 10p per sheet	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class