

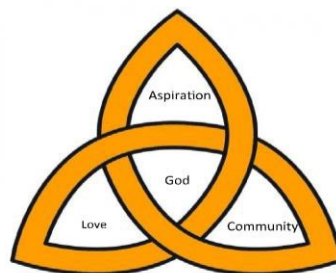
Freedom of Information Publication Scheme

Vision

Our vision is that children are nurtured to love learning, love one another and love God.

‘Love learning, love one another, love God.’

Love the Lord your God with all your heart, soul, mind and strength and love your neighbor as yourself
(Mark 12)



Drafted by: April Owens

Approved: Spring 2021

Reviewed: November 24

Next review: November 25

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

Freedom of Information Publication Scheme

Freedom of Information Act

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

Below is the guide to information available from Holy Trinity CE Primary under the model publication scheme prepared and approved by the Information Commissioner's Office (ICO).

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.

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	https://www.holytrinityschool.org.uk/ About Us	
Who's who in the school	https://www.holytrinityschool.org.uk/ Our Community - Staff	
Who's who on the governing body / board of governors and the basis of their appointment	https://www.holytrinityschool.org.uk/ Our Community - Governors	
Instrument of Government / Articles of Association	https://www.holytrinityschool.org.uk/ Our Community - Governors	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	https://www.holytrinityschool.org.uk/ Our Community – Staff (Head Teacher) https://www.holytrinityschool.org.uk/ Our Community - Governors	
School prospectus (if any)	https://www.holytrinityschool.org.uk/ Take our tour - video	
Annual Report (if any)		
Staffing structure	https://www.holytrinityschool.org.uk/ Our Community - Staff	

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

School session times and term dates	https://www.holytrinityschool.org.uk/ About Us – School Times and Term Dates	
Address of school and contact details, including email address.	https://www.holytrinityschool.org.uk Contact Us	
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)	Hard copy by request from Finance	
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy by request from Finance	
Capital funding	Hard copy by request from Finance	
Financial audit reports	Hard copy by request from Finance	
Details of expenditure items over £2000	Hard copy by request from Finance	
Procurement and contracts the school has entered into, or 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).	Hard copy by request from Finance	

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

Pay policy	Hard copy by request from Finance	
Staffing, pay and grading structure	Hard copy by request from Finance	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy by request from Finance	
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	https://www.holytrinityschool.org.uk School results	
School profile (if any) And in all cases: - Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data - The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report	https://www.holytrinityschool.org.uk School results https://www.holytrinityschool.org.uk School results	

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

Post-inspection action plan	https://www.holytrinityschool.org.uk School results	
Performance management policy and procedures adopted by the governing body.	https://www.holytrinityschool.org.uk Our Community - Governors	
Performance data or a direct link to it	https://www.holytrinityschool.org.uk School results	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	https://www.holytrinityschool.org.uk School results	
Safeguarding and child protection	https://www.holytrinityschool.org.uk School policies	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	https://www.holytrinityschool.org.uk	
Admissions policy/decisions (not individual admission decisions) – where applicable	https://www.holytrinityschool.org.uk School policies	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	https://www.holytrinityschool.org.uk Communication	

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	https://www.holytrinityschool.org.uk School policies	
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	https://www.holytrinityschool.org.uk School policies	
Charging regimes and policies. 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	https://www.holytrinityschool.org.uk School policies	

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").		
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	https://www.holytrinityschool.org.uk Teaching and Learning	
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	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	https://www.holytrinityschool.org.uk Parents	

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

REQUESTING INFORMATION

Out of school clubs	https://www.holytrinityschool.org.uk Parents/Our community	
Services for which the school is entitled to recover a fee, together with those fees	Upon request	
School publications, leaflets, books and newsletters	https://www.holytrinityschool.org.uk Communication	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	https://www.holytrinityschool.org.uk	

The school aims to put as much information as possible online so, if you are looking for information, in the first instance please consult the school website:

<https://holytrinityschool.org.uk/>

If you require a paper version of any of the documents within the scheme, please contact the school by email, telephone, or letter.

If the information you are looking for is not available via the scheme and is not on our website, please contact the school office to assess whether it is available.

Contact details:

Email: info@htprimary.com

Tel: 020 8940 2730

Address: Carrington Road, Richmond, TW10 5AA

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

SCHEDULE OF CHARGES

Information published on our website is free, although you may incur costs from your Internet service provider (ISP). If you do not have Internet access, you can access our website using a local library or an Internet café.

If you require a paper copy of the information on our website, we will provide this at a cost of £0.05 per sheet for black and white copies. Colour copying costs are considerably more expensive so please contact the office for a specific price. The cost of copying is based on the cost per sheet and machine rental prices from our provider plus the cost of paper. The cost of any postage will be recharged at cost.

The Act recognises that freedom of information requests are not the only demand on the resources of a public authority. They should not be allowed to cause a drain the school's time, energy and finances to the extent that they negatively affect normal public functions.

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is £450, the school reserves the right to refuse a request if we estimate that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

When estimating the cost of compliance, we take into account the cost of the following activities:

- determining whether we hold the information;
- finding the requested information, or records containing the information;
- retrieving the information or records; and
- extracting the requested information from records.

We rate staff time at £25 per person per hour, regardless of who does the work, including external contractors. This means a limit of 18 staff hours.

Freedom of Information

Guide to information available from Holy Trinity CE Primary School under the model publication scheme

If Section 12 (cost limit) of the Act could apply, we will confirm this in writing. In addition, we will say whether we hold the information and give the requester the option to either.

- Refine (change or narrow) their request. by explaining why, the limit would be exceeded and what information, if any, may be available within the limits.
- Choose to meet the cost of compliance (the costs allowed in calculating whether the appropriate limit is exceeded); plus the communication costs and £25 an hour for staff time taken for printing, copying or sending the information.

COMPLAINTS:

If you are not satisfied with the assistance that you get, please raise this with us in the first instance.

To make a complaint, please contact our independent data protection officer David Coy (Email: david.coy@london.anglican.org, Tel: 020 3837 5145)

Alternatively, you can refer a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF