



THE NORWOOD SCHOOL

FREEDOM OF INFORMATION ACT –  
MODEL PUBLICATION SCHEME

Policy adopted by Governors	November 2017
Policy reviewed every 3 years by the Governors Resources Committee	
Policy to be reviewed	November 2020

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 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.

Norwood School has adopted this policy on : November 2017

## 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 changing 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. Model publication scheme.

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.

### FREEDOM OF INFORMATION

Guide to information available from Norwood School under the model publication scheme.

Information to be published	How the information can be obtained	Cost
<u>Class 1 – Who we are and what we do</u> (Organisational information, structures, locations and contacts) This will be current information only.	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
Who's who in the school	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
Who's who on the governing body/board of governors and the basis of their appointment	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
Instrument of Government/Articles of Association	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
Contact details for the Headteacher and for the governing body, via the school (Named contacts where possible)	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
Annual Report (if any)	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
School prospectus	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
Staffing structure	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
School session times and term dates	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a>	<i>Free</i>

	Hard copy: Contact the school office	
Address of school and contact details, including email address	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>

Information to be published	How the information can be obtained	Cost
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	Hard Copy : Contact School Office	<i>Free</i>
Annual budget plan and financial statements	Hard Copy : Contact School Office	<i>Free</i>
Capital funding	Hard Copy : Contact School Office	<i>Free</i>
Financial audit reports	Hard Copy : Contact School Office	<i>Free</i>
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy : Contact School Office	<i>Free</i>
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 : Contact School Office	<i>Free</i>
Pay policy	Hard Copy : Contact School Office	<i>Free</i>
Staff allowance and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard Copy : Contact School Office	<i>Free</i>

(Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories		
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 Office	Free
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Hard Copy : Contact School Office	Free

Information to be published	How the information can be obtained	Cost
<u>Class 3 – What our priorities are and how we are doing</u> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Website: <a href="http://www.thenorwoodschoo.org">www.thenorwoodschoo.org</a> Hard copy: Contact the school office	Free
Performance data The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul>	Website: <a href="http://www.thenorwoodschoo.org">www.thenorwoodschoo.org</a> Hard copy: Contact the school office	Free
Performance Management policy and procedures adopted by the governing body	Hard copy: Contact the school office	Free
Performance data or a direct link to it	Website: <a href="http://www.thenorwoodschoo.org">www.thenorwoodschoo.org</a> Hard copy: Contact the school office	Free
The school's future plans; for example, vision, strategic direction, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: Contact the school office	Free

Safeguarding and child protection	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
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Information to be published	How the information can be obtained	Cost
<b><u>Class 4 – How we make decisions</u></b> (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy: Contact the school office	<i>Free</i>
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
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).	Hard copy: Contact the school office	<i>Free</i>

Information to be published	How the information can be obtained	Cost
<b><u>Class 5 – Our policies and procedures</u></b> (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.	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> </ul>	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>



<ul style="list-style-type: none"> <li>Data protection (including information sharing policies)</li> </ul>		
<p>Charging regimes and policies</p> <p>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.</p>	<p>Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a></p> <p>Hard copy: Contact the school office</p>	<i>Free</i>

Information to be published	How the information can be obtained	Cost
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	Inspection only	Free
Curriculum circulars and statutory instruments	Hard copy: Contact school office	Free
Asset Register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only/Hard copy (contact school office)	Free

Information to be published	How the information can be obtained	Cost
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a></p> <p>Hard copy: Contact the school office</p>	<i>Free</i>
Extra-curricular activities	<p>Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a></p> <p>Hard copy: Contact the school office</p>	<i>Free</i>

School publications, leaflets, books and newsletters	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>
	Website: <a href="http://www.thenorwoodschool.org">www.thenorwoodschool.org</a> Hard copy: Contact the school office	<i>Free</i>

### 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 @ 0.005p (black & white)	Actual cost*
	Photocopying /Printing @ 0.010p (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee		In accordance with the relevant legislation

\*The actual cost incurred by the public authority

#### Contact Details:

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London SE19 3NY

Tel: 0208 670 9382

Email: [post@thenorwoodschool.org](mailto:post@thenorwoodschool.org)  
Website: [www.thenorwoodschool.org](http://www.thenorwoodschool.org)