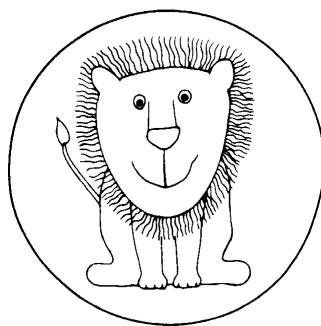




LINSLADE LOWER SCHOOL

Publication Scheme on Information Available Under the Freedom of Information Act 2000

Governor Approval:	September 2021
Review Cycle:	Triennial

Policy review chronology:

September 2015	New policy	Approved
November 2018	Policy review – changes to categories of information, appendix added to replace the original section 6	Approved
September 2021	Reviewed	Approved

LINSLADE LOWER SCHOOL

INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

(The governing body is responsible for the maintenance of this scheme)

1. Introduction

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. To do this the School must produce a publication scheme, setting out:

- The classes of information which the School publishes or intends to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future.

Some information which the School holds may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims

The School aims to:

- Provide a safe, happy & nurturing environment
- Encourage all children to do their best
- Inspire, challenge and motivate all
- Foster open and welcoming relationships
- Deliver a positive curriculum that is engaging and creative

3. Categories of information published

The publication scheme guides information which the School currently publishes (or have recently published) or which will be published in the future. This is split into categories of information known as 'classes'. These are contained in appendix A of this scheme.

The classes of information that we undertake to make available are organised into broad topic areas:

- *Who we are and what we do*
- *What we spend and how we spend it*
- *What are our priorities and how are we doing*
- *How we make decisions*
- *Our policies and procedures*
- *Lists and registers*
- *The services we offer*

The full list of information available and how it can be accessed is in appendix A.

4. How to request information

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

Contact details are set out below, or you can visit our website at www.linsladelower.co.uk

Email: office@linsladelower.beds.sch.uk **Tel:** 01525 372085

Address: Linslade Lower School, Leopold Road, Linslade, Leighton Buzzard, Bedfordshire, LU7 2QU

5. Paying for information

Much of our information is available on our website and therefore does not incur a charge. We do not charge where information can be sent via email. Single copies of information covered by this publication are provided free unless the request requires a lot of photocopying or printing, or incurs a large postage charge, when a charge will be made to cover the actual costs incurred. Charges are as follows:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 1p per sheet (black & white)	Actual cost 1p
	Photocopying/printing @ 2p per sheet (colour)	Actual cost 2p
	Postage £0.58	Actual cost of Royal Mail standard 2 nd class

Costs shown are as at September 2021. The School will let you know the actual cost before fulfilling your request.

6. Feedback and Complaints

The School welcomes any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher at the School.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk