

St Thomas à Becket Church of England Federation

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School Lane
Blackboys
Uckfield
East Sussex
TN22 5LL



Framfield C.E. School
The Street
Framfield
Uckfield
East Sussex
TN22 5NR

ADOPTED DECEMBER 2022

REVIEW DECEMBER 2024

Freedom of information - Guide to Information

In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small, but together we develop children ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way. We all take a pride in our Federation as we follow in Jesus's example.

Our Christian ethos, vision and values underpin all we do.

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Model Publication Scheme

This publication scheme commits the St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document) to make information available to the public as part of its normal business activities. For the purposes of the Freedom of Information Act 2000 the Federation is defined and referred to as the authority.

The information covered is included in the classes of information section below, where this information is held by the Federation. A separate 'Guide to Information' has been published and can be accessed via the websites of the schools within the Federation.

Additional assistance with regard to the definition of these classes of information is provided in sector-specific guidance manuals issued by the Information Commissioner.

The Scheme

The scheme commits the Federation:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Federation 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 Federation that has been requested, and any updated versions it holds, unless the Federation 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 Federation 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 section 19. 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 the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, exceptions under the Environmental Information Regulations 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 Federation 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 the Federation, 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 website, the Federation 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 the Federation 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 Federation 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 fee 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 Federation.

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 Federation 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 and the Environmental Information Regulations. The request should include the name and postal or email address of the person requesting the information and describe the information required.

To make a request please write or email to either:

Headteacher
St Thomas à Becket Church of England Federation
Blackboys Church of England Primary School
School Lane
Blackboys
East Sussex
TN22 5LL
Email Address: office@blackboys.e-sussex.sch.uk

Headteacher
St Thomas à Becket Church of England Federation
Framfield Church of England Primary School
The Street
Framfield
East Sussex
TN22 5NR
Email Address: office@framfieldcep.e-sussex.sch.uk

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every two years. The policy review will be undertaken by the Federation's Headteachers and the Governing Body's Policies Working Party.