



Lincoln Bishop King CE Primary School

Dream big. Love God. Live well.

Freedom of Information Policy

Policy approved: 13th July 2023

Next Review (2 years): July 2025

The Freedom of Information Act came into force at the beginning of 2005. It deals with access to official information, while parallel regulations deal with environmental information.

The Act provides individuals or organisations with the right to request information held by a public authority. They can do this by letter or email.

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. The scheme lists documents the Information Commissioners Office (ICO) think school should make available.

The public authority must tell the applicant whether it holds the information, and must normally supply it within 20 working days, in the format requested.

Further information and guidance is available on the ICO website www.ico.gov.uk

Information to be published	How the information can be obtained	Cost – see Schedule of charges
<u>1 - Who we are and what we do</u> (Organisational information, structures, locations and contacts) This will be current information only	Hard copy / website	
Who's who in the school	Website	
Who's who on the governing board and the basis of their appointment	Website	
Instrument of Government	Hard copy	
Contact details for the Headteacher and for the governing board (named contacts where possible with telephone number and email address)	Website	
School prospectus	Website	
Staffing structure	Hard copy	
School session times and term dates	Website	

<u>2 – What we spend and how we spend it</u> (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	
Capitalised funding	Hard copy	
Additional funding	Hard copy	
Procurement and projects	Hard copy	
Pay policy	Hard copy	
Staffing and grading structure	Hard copy	
Governors' allowances	Hard copy	

<u>3 – What our priorities are and how we are doing</u> (Strategies and plans, performance indicators, audits, inspections and reviews)		
School priorities as per School Development Plan	Hard copy	
School profile <ul style="list-style-type: none"> Government supplied performance data 	Website	

Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention destruction and archive policies Data protection (including information sharing policies) 	Hard copy	
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 calculated.	Hard copy	

<u>6 – Lists and Registers</u>		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	

<u>7 – The services we offer</u>		
Current information only	Website	
Extra-curricular activities	Hard copy / website	
Out of school clubs	Hard copy / website	
School publications	Hard copy / website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
Leaflets, books and newsletters	Hard copy / website	

<u>Additional Information</u>		
This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details: Headteacher, Bishop King Primary School, Kingsway, Lincoln LN5 8EU Tel: 01522 880094

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 1p per sheet plus staff costs*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority
