



## BURTON ROAD PRIMARY SCHOOL FREEDOM OF INFORMATION ACT 2000

### Freedom of Information Act 2000

The Information Commissioner's Office (ICO) explains that the Freedom of Information Act 2000 (FOIA) provides "public access to information held by public authorities", such as schools. All public authorities must now use the ICO's model publication scheme. The model scheme lists the following seven classes of information that each organisation will make available:

The classes of information available under the above scheme are:

- **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 Local Authority.
- **The services we offer:**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The scheme covers information already published and information, which is to be published in the future. All information in our publication scheme is available in paper form.

If you require a copy of any of the documents within the scheme, please contact the school by letter. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request.

The Freedom of Information Act does not apply to personal data, and individuals requesting information held about themselves should make a subject access request. The appropriate subject access requests (SARs) form is available from the School Office.