



Barcombe Hamsey Iford & Kingston Plumpton

Skylark Federation

Freedom of Information Policy

Reviewed and approved by Finance Committee: 19.03.26

Next review: Summer 2027

1. Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public.

As a result, we at SKYLARK FEDERATION have produced a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- 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. All information in our publication scheme is available in paper form, some is available electronically on our website for you to download and print.

Some information which we hold may not be made public, for example, personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO).

2. The Aims of the Policy

The federation aims to:

Enable every child to fulfil their learning potential, with education that meets the needs of each child
Help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

3. Publication Scheme - Categories of Information Published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. Statutory, and additional contents the federation have chosen to add, can be seen in our Publication Scheme in Appendix 1.

The classes of information that we undertake to make available are organised into the following areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

4. How to Request Information

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email, fax or letter giving clear details of the information requested.

Written notice of any fee will be provided to the enquirer before any information is supplied. Contact details are set out below:

School:	Barcombe CE Primary School	Hamsey Community Primary School	Iford and Kingston CE Primary School	Plumpton Primary School
Address:	School Path, Barcombe, BN8 5DN	Cooksbridge, BN8 4SJ	Wellgreen Lane, Kingston, BN7 3NR	Southdowns, Plumpton Green, BN7 3EB
Telephone:	01273 400287	01273 400370	01273 474973	01273 890338
E-mail:	barcombeoffice@skylarkfed.education	hamseyoffice@skylarkfed.education	ikoffice@skylarkfed.education	plumptonoffice@skylarkfed.education
Web:	www.barcombe.e-sussex.sch.uk	www.hamsey.e-sussex.sch.uk	www.iford-kingston.e-sussex.sch.uk	www.plumpton.e-sussex.sch.uk

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

If the information you are looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor’s name and contact details; either postal address or email address for the response to be sent.

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

5. Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a “public interest” exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate
- promote the accountability of decisions taken by us and the spending and allocation of public money
- bring to light matters of public safety
- allows the public to understand and challenge decisions made by us
- be otherwise in the public interest

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

6. Paying for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using either a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise.

If the Publication Scheme request or FOI request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Payment may be requested prior to provision of the information.

7. Feedback and Complaints

We welcome 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 regarding information you have received or been refused then initially this should be addressed to the Head of School at the school address provided above.

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:

The Case Reception Unit
Customer Service Team
Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF

Enquiry/Information Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk

Information Commissioner's Office - Model publication scheme V 1.2

Freedom of Information Act

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 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. 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, 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 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 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 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 public authority.

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.

APPENDIX 1 Publication Scheme for **SKYLARK FEDERATION**

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	Hard copy or website	£
Who's who in the school	Website	Free
Who's who on the governing board, and the basis of their appointment	Website	Free
Articles of Association	Website	Free
Contact details for the executive headteacher, via the school office	Website	Free
Contact details for the governing board	Website	Free
The school prospectus	Website and hard copy on request	Free
The school's staffing structure	Website	Free
School session times and term dates	Website	Free
The school's address	Website	Free
The school's contact details	Website	Free
The school's email address	Website	Free
The school website	Website	Free
The names of key personnel	Website	Free
Class 2: What we spend and how we spend it		
Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	Hard copy or website	£
Annual budget plan and financial statements	Electronically or hard copy	10p per page

Capital funding	Electronically or hard copy	10p per page
Financial audit reports	Electronically or hard copy	10p per page
Details of expenditure items over £5000 including costs, supplier and transaction information. [Published at least annually but ideally quarterly or six-monthly where practical.]	Electronically or hard copy	10p per page
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school's behalf, for example, the LA	Electronically or hard copy	10p per page
The pay policy	Electronically or hard copy	10p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories [This includes members of the Senior Leadership Team (SLT) or equivalent whose basic actual salary is at least £60,000 per annum.]	Electronically or hard copy	10p per page
The staffing, pay and grading structure [As a minimum, the pay information should include salaries for senior staff – members of the SLT or equivalent – in bands of £10,000, and more junior roles by salary range.]	Electronically or hard copy	10p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Electronically or hard copy	10p per page
Class 3: What our priorities are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	£
Performance data supplied to the government	Website	Free
The latest Ofsted summary	Website	Free
The latest Ofsted full report	Website	Free
The latest post-inspection action plan	Electronically or hard copy	10p per page
The performance management policy and procedures	Electronically or hardcopy	10p per page

The latest performance data	Website	Free
The school's future plans [e.g. proposals for major changes for the school such as a change in status.]	Electronically or hard copy	10p per page
The safeguarding and child protection policies and procedures	Website	Free
Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website	£
Admissions policy	Website	Free
Information pertaining to admissions decisions	Website	Free
The governing board and its committees' agendas and meeting minutes [This excludes information that is regarded as private to the meetings.]	Electronically or hard copy	10p per page
Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website	£
Charging and remissions policy	Website	Free
School behaviour policy	Website	Free
Sex education policy	Website	Free
Special educational needs (SEN) – SEN information report	Website	Free
Data protection policy	Electronically or hard copy	10p per page
Health and safety policy	Electronically or hard copy	10p per page
Admissions arrangements	Website	Free
Accessibility plan	Website	Free
Central record of recruitment and vetting checks	Electronically or hard copy	10p per page

Complaints procedure statement	Website	Free
Freedom of information procedures	Website	Free
Governors' allowances (schemes for paying)	Electronically or hard copy	10p per page
Governing board and committee meeting minutes, and papers considered at meetings	Electronically or hardcopy	10p per page
Premises management documents	Electronically or hardcopy	10p per page
Equality information and objectives statement for publication	Website	Free
Register of pupils' admission to school	Electronically or hardcopy	10p per page
Register of pupils' attendance	Electronically or hardcopy	10p per page
Register of business interests of headteachers and governors	Website	Free
Staff discipline, conduct and grievance (procedures for addressing)	Electronically or hardcopy	10p per page
Child protection policy and procedures	Website	Free
Early years foundation stage (EYFS) policy and procedures	Website	Free
Statement of procedures for dealing with allegations of abuse against staff	Electronically or hardcopy	10p per page
Supporting pupils with medical conditions policy	Website	Free
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Information sharing policies 	Electronically or hardcopy	10p per page

Charging regimes and policies [This should include details of any statutory charging regimes and clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If you charge a fee for re-licensing the use of datasets, you should state here how you calculate the charge.]	Electronically or hardcopy	10p per page
Class 6: Lists and registers		
Our currently maintained lists and registers – this does not include our attendance registers	Hard copy or website (Some information may only be available by inspection)	£
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers		
Class 7: The services we offer		
Information about the services we offer including, leaflets, guidance and newsletters produced for the public and businesses – current information only	Hard copy or website (Some information may only be available by inspection)	£
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee (and details of the fees)	Electronically or hard copy	10p per copy
School publications, leaflets, books and newsletters	Website	Free
Additional information		
[Include here any information you wish to include but have not itemised above.]		

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Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at 10p per sheet (black and white)	The actual cost incurred by the school
	Photocopying/printing charged at 25p per sheet (colour)	The actual cost incurred by the school
	Postage	Actual costs of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation
Other		