



## Freedom of Information Policy

<b>Document Review:</b>	<b>HT/BM</b>
<b>Responsibility for Policy:</b>	<b>FGB</b>
<b>Approved:</b>	<b>Autumn Term 2021</b>
<b>Review due:</b>	<b>Autumn Term 2023</b>

For the purpose of this policy Guildford Nursery School and Family Centre will be referred to as GNSFC.

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model, with effect from 1 January 2009.

This legislation commits GNSFC to producing and publishing the method by which specific information will be available so that it can be easily identified and accessed by members of the public. GNSFC has a legal responsibility to comply with the Act and is accountable to the Information Commissioner.

The Governing Body are responsible for this policy. The Headteacher is responsible for the day-to-day management of compliance with the Act. This includes the development of procedures, guidance and standards of good practice; promotion to staff through training; maintenance and periodic review of the Freedom of Information Publication Scheme; the co-ordination of responses to more difficult or complex information requests; and the provision of advice and assistance on Freedom of Information issues.

All staff have a responsibility to respond to requests for information in accordance with the Act and to provide all the necessary assistance when requested to do so for the purpose of responding to requests for information.

GNSFC will make information available unless:

- we do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, GNSFC will provide details of where to obtain it.

Under normal circumstances we will respond within 20 working days to FOIA requests.

This policy includes our publications scheme for information routinely available. In exceptional circumstances information may be provided by means of a visit to the GNSFC that has been previously arranged.

Charges may be made for activities such as printing, photocopying and postage as well as information that GNSFC is legally authorised to charge for. Anyone requesting information must be informed of any charge before the information is provided. GNSFC may ask for payment before providing the information.

It is important to note that our publication scheme sets out the information that is routinely available. Information that is not listed in the guide can still be requested and should be made available unless it can be legitimately withheld.

Please note our website address: [www.guildfordnsc.surrey.sch.uk](http://www.guildfordnsc.surrey.sch.uk)

Further information about freedom of information can be found at  
Information Commissioner's Office (ICO)

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Telephone: 0303 123 1113 and 01625 54 57 45



## Guide to Information available from GNSFC

Class 1: Who we are and what we do Organisational information, structures, locations and contacts (current information only).	How the information can be obtained	Cost
Who's who in the school	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception	See final page for costs
Who's who on the governing body and the basis of their appointment	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception	See final page for costs
Instrument of Government / Articles of Association	<b>Email:</b> <a href="mailto:clerk@guildfordnsc.surrey.sch.uk">clerk@guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request from Clerk	See final page for costs
Contact details for the Headteacher, via the school (named contacts where possible)	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
Contact details for the governing body, via the school (named contacts where possible)	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:clerk@guildfordnsc.surrey.sch.uk">clerk@guildfordnsc.surrey.sch.uk</a>	See final page for costs
School prospectus and curriculum	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception	See final page for costs
School session times and term dates	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:admissions@guildfordnsc.surrey.sch.uk">admissions@guildfordnsc.surrey.sch.uk</a>	See final page for costs
Address of school and contact information	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception	See final page for costs

<b>Class 2: What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (current and previous financial year as a minimum).	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Delegated and Family Annual Budget Plans and financial statements</b>	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Capital funding</b>	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Financial audit reports</b>	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Procurement and contracts</b>	<b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Pay policy</b>	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Staff allowances and expenses</b>	<b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Staff pay and grading structures</b>	<b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Governors' allowances</b>	No allowances are payable to governors.	See final page for costs
<b>Class 3: What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews (current information as a minimum).	<b>How the information can be obtained</b>	<b>Cost</b>
School profile: <ul style="list-style-type: none"> <li>• Latest Ofsted report</li> </ul> Post-inspection action (Centre Development Plan)	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <a href="https://reports.ofsted.gov.uk/provider/20/133731">https://reports.ofsted.gov.uk/provider/20/133731</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
Performance management policy and procedures adopted by the governing body.	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
The school's future plans including any major proposals for the future of the school involving, for example, consultation on a change in school	<b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs

status.		
Safeguarding and child protection	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Class 4: How we make decisions</b> Decision-making processes and records of decisions (current and previous three years as a minimum).	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy / decisions (not individual admissions decisions)	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly considered to be private to the meeting).	<b>Email:</b> <a href="mailto:clerk@guildfordnsc.surrey.sch.uk">clerk@guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request from Clerk	See final page for costs

<b>Class 5: Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities (current information only - as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. This will include policies and procedures for handling information requests).).	<b>How the information can be obtained</b>	<b>Cost</b>
<b>School policies and other documents</b> Charging and remissions Health & Safety Complaints procedure	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Records management and personal data policies</b> including: <ul style="list-style-type: none"> <li>• information security policies,</li> <li>• records retention, destruction and archive policies,</li> <li>• data protection (including data sharing) policies.</li> </ul>	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Equality and diversity</b> including include policies, schemes, statements, procedures and guidelines relating to equal opportunities.	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Policies and procedures for the recruitment of staff</b> If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs

<b>Class 6: Lists and registers</b> We expect this to be information in currently maintained lists and registers only.	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Curriculum circulars and statutory instruments</b>	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Disclosure logs<sup>1</sup></b>	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Asset register</b>	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Any information GNSFC is currently legally required to hold in publicly available lists and registers</b>	<b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:head@guildfordnsc.surrey.sch.uk">head@guildfordnsc.surrey.sch.uk</a>	See final page for costs
<b>Class 7: The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters.	<b>How the information can be obtained</b>	<b>Cost</b>
School publications, leaflets, books and newsletters Current information only	External noticeboards <b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:admin@guildfordnsc.surrey.sch.uk">admin@guildfordnsc.surrey.sch.uk</a>	See final page for costs
Holiday Clubs and Forest School	External noticeboards <b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:holidayclub@guildfordnsc.surrey.sch.uk">holidayclub@guildfordnsc.surrey.sch.uk</a>	See final page for costs
Fee-paying services	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:admissions@guildfordnsc.surrey.sch.uk">admissions@guildfordnsc.surrey.sch.uk</a>	See final page for costs
Rooms for Hire - Lettings	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:holidayclub@guildfordnsc.surrey.sch.uk">holidayclub@guildfordnsc.surrey.sch.uk</a>	See final page for costs
Guildford Training and Development Centre - courses	<b>Website:</b> <a href="http://www.guildfordnsc.surrey.sch.uk">www.guildfordnsc.surrey.sch.uk</a> <b>Hard copy:</b> request at Reception <b>Email:</b> <a href="mailto:bookings@guildfordnsc.surrey.sch.uk">bookings@guildfordnsc.surrey.sch.uk</a>	See final page for costs

## Schedule of charges

Type of charge	Description	Basis of charge
<b>Disbursement costs</b>	Photocopying/printing @ 5p per sheet (black and white)	Actual cost*
	Photocopying/printing @ 10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> or 2 <sup>nd</sup> class
<b>Other</b>	Recorded Delivery	Actual cost charged by Royal Mail recorded delivery
	Delivery by Courier	Actual cost charged by Courier Company
<b>Statutory fee</b>	In accordance with the relevant legislation	

\* Estimated cost of photocopying and consumables, rounded up to the nearest pence.

1. Disclosure Log: This is a document that contains reference details for all requests which have been answered in full or in part, or for which GNSFC held no information. If anybody wishes to see the original request and subsequent agency reply, please send an email headed "Disclosure Log request" to [head@guildfordnsc.surrey.sch.uk](mailto:head@guildfordnsc.surrey.sch.uk) and the identity of the original requester should be redacted.