



# The Cowplain School

**Work Hard. Enjoy Learning. Achieve Highly.**

## **Freedom of Information. Publication Scheme**

Adopted: Spring 2025

Review date: Spring 2026

### **Section 1**

#### **1.1 Aims of the Policy**

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this the school must produce a Publication Scheme, setting out:

- The information which the school publishes or intends to publish;
- The manner in which the information will be published; and
- 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 the school's Publication Scheme is either available for you on our website to download and print off or available in paper/electronic form.

Some information which the school holds may not be made public, for example personal information.

#### **1.2 Rationale**

This is The Cowplain School's Publication Scheme on information available under the Freedom of Information Act 2000

As a result of the Publication Scheme Development and Maintenance Initiative the Information Commission Office (ICO) has introduced a model publication scheme that all

public sector organisations should adopt from 1 January 2009. The Academy Trust is responsible for maintenance of this scheme.

This policy outlines:

- The information the school publishes.
- How the school responds to FOI requests.
- When information can be withheld under exemptions.
- The process for handling complaints related to FOI requests.

This policy aligns with guidance from the **Information Commissioner's Office (ICO)** and relevant legislation.

## **Section 2**

### **Freedom of Information - Guide to information available from The Cowplain School under the model publication scheme**

#### **2.1 Categories of information published**

The Publication Scheme guides you to information which the school currently publishes (or has recently published) or which the school will publish in the future.

Details of information available is held in Section 3.

#### **2.2 How to request information, and response deadlines.**

If you require a paper version of any of the documents within the Scheme, please contact the school. All requests must be made in writing, verbal requests do not count under the Freedom of Information Act. Contact details are set out below or you can visit our website at [www.cowplainschool.co.uk](http://www.cowplainschool.co.uk)

A valid FOI request must:

- Be in **writing** (via letter or email)
- Include the **requester's real name** (or the name of an organisation they represent).
- Provide a **contact address** (postal or email).
- Describe the **information being requested**.

If a request does not meet these criteria, the school will provide guidance to the requester on how to submit a valid request.

We will provide a response within 20 school days or 60 working days, whichever is sooner. The response time pauses if a clarification request or a fee notice is issued.

#### **2.3 Contact Address**

The Cowplain School  
Hart Plain Avenue  
Cowplain Waterlooville PO8 8RY

Tel: 023 9261 2020  
Fax: 023 9261 2030

Email: [office@cowplainschool.co.uk](mailto:office@cowplainschool.co.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 available via the Scheme and is not on the website, you can still contact the school to ask if we have it.

## 2.4 Paying for information

Information published on the school website or provided electronically is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access the website using a local library or an Internet café.

If your request means that the school 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 The school may charge for providing information in line with FOIA regulations:

- **Requests under £450:** The school may charge for photocopying, printing, or postage but not for staff time.
- **Requests exceeding £450:** The school may recover full costs, including staff time at £25 per hour, but must seek requester agreement before proceeding.
- A **Fee Notice** will be issued, and the requester has **three months** to pay before the request is closed.

## 2.5. Refusing an FOI Request

The school may refuse a request if:

- **The cost of compliance** exceeds £450.
- **The request is vexatious (e.g., excessive burden, intended to disrupt, or abusive).**
- **The request is repeated without significant change from a prior request.**
- **An exemption applies under FOIA, such as:**
  - Absolute exemptions (**e.g., already available information, court records, third-party personal data**).
  - Qualified exemptions (**e.g., information that could harm law enforcement, public safety, or commercial interests**), subject to a public interest test.

## 2.6 Handling Refusals

If a request is refused:

- **The school will provide a written refusal notice explaining the reason for refusal.**
- **The requester will be informed of their right to an internal review and the option to escalate to the ICO.**

## 2.7. Handling FOI Complaints

The school aims to handle FOI complaints fairly and transparently.

- **If a requester is dissatisfied with a response, they may request an internal review within 40 working days.**

- A senior staff member **not involved in the original request will review the decision within 20 working days.**
- **If unresolved, the requester may escalate their complaint to the ICO.**

## 2.8. Distinction Between FOIA and Data Protection Requests

- Subject Access Requests (SARs): **If the requester seeks their own personal data, the request falls under UK GDPR, not FOIA.**
- Parental Requests for Student Records: **Maintained schools must handle requests for student records under the Education (Pupil Information) Regulations.**
- Environmental Information Requests (EIRs): **If the request concerns environmental information, the school will process it under the Environmental Information Regulations 2004 (EIRs).**

## Section 3

**Guide to information available from The Cowplain School under the model publication scheme**

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b>	
<b>(Organisational information, structures, locations and contacts) This will be current information only</b>	
Who's who in the school – Full Staff List	Website
Who's who on the Academy Trust and the basis of their appointment – List of Academy Trustees	Website
Instrument of Government	Website and Hard Copy
Contact details for the Principal and for the Academy Trust (named contacts where possible with telephone number and email address)	Website and Hard Copy
School Prospectus	Electronic and Hard Copy
Annual Report (Accounts)	Electronic and Hard Copy
Staffing structure	Electronic and Hard Copy

Information to be published	How the information can be obtained
<b>Class 2 – What we spend and how we spend it</b>	
<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>	
Annual budget plan and financial statements	Electronic and Hard Copy
Capitalised funding	Electronic and Hard Copy
Additional funding	Electronic and Hard Copy
Procurement and projects	Electronic and Hard Copy
Pay policy	Electronic and Hard Copy
Staffing and grading structure	Electronic and Hard Copy
Trustees' allowances	Electronic and Hard Copy

Information to be published	How the information can be obtained
<b>Class 3 – What our priorities are and how we are doing</b>	
<b>(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</b>	
School profile	Electronic and Hard Copy
Government supplied performance data	Electronic and Hard Copy
The latest Ofsted report	Electronic and Hard Copy
Performance Management Policy and procedures adopted by the Academy Trust.	Electronic and Hard Copy
School's future plans	Electronic and Hard Copy

Information to be published	How the information can be obtained
<b>Class 4 – How we make decisions</b>	
<b>(Decision making processes and records of decisions) Current and previous three years as a minimum</b>	
Admissions policy/decisions (not individual admission decisions)	Website and Hard Copy
Agendas of meetings of the Academy Trust and (if held) its sub-committees	Electronic and Hard Copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	Electronic and Hard Copy

Information to be published	How the information can be obtained
<b>Class 5 – Our policies and procedures</b>	
<b>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</b>	
Charging and Remissions	Website and Hard Copy
Health and Safety	Website and Hard Copy
Complaints Procedure	Website and Hard Copy
Discipline and Grievance	Electronic and Hard Copy
Freedom of information	Website and Hard Copy
Equality and Diversity (including Equal Opportunities)	Website and Hard Copy
Curriculum	Website and Hard Copy
Relationships, Sex and Health Education	Website and Hard Copy
Special Educational Needs	Website and Hard Copy
Accessibility	Website and Hard Copy
Behaviour Policy	Website and Hard Copy
Data Protection Policy	Website and Hard Copy
Safeguarding Policy	Website and Hard Copy
Child on Child Abuse Policy	Website and Hard Copy
Charging Regimes and Policies. This should include details of any statutory charging	Electronic and Hard Copy

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.	
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Information to be published	How the information can be obtained
<b>Class 6 – Lists and Registers</b>	
<b>Currently maintained lists and registers only</b>	
Curriculum circulars and statutory instruments	Electronic and Hard Copy
Disclosure logs	Electronic and Hard Copy
Asset Register	Electronic and Hard Copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	

Information to be published	How the information can be obtained
<b>Class 7 – The services we offer</b>	
<b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only.</b>	
Extra-curricular activities	Electronic and Hard Copy
Out of school clubs	Electronic and Hard Copy
School publications	Electronic and Hard Copy
Services for which the school is entitled to recover a fee, together with those fees	Electronic and Hard Copy
Leaflets books and newsletters	Electronic and Hard Copy

Information to be published	How the information can be obtained
<b>Additional Information</b>	
<b>This will provide schools with the opportunity to publish information that is not itemised in the lists above.</b>	

## References

Freedom of Information Act 2000

## Monitoring, Evaluation and Review

- The Policy is reviewed every year by the Senior Leadership Team and Academy Trustees as part of the self evaluation cycle. Appropriate action is taken if changes are required.

A full copy of the School's Publication Scheme is available on line at [www.cowplainschool.co.uk](http://www.cowplainschool.co.uk)

<b>Date Reviewed and approved:</b>	Spring 2025	<b>Reviewed by:</b>	JCK	<b>Next Review:</b>	Spring 2026
<b>Summary of changes made:</b>	<ul style="list-style-type: none"><li>• Pg 2. <i>This policy outlines:</i></li><li>• Pg. 2. A valid FOI request must...</li><li>• Pg. 2. <i>All requests must be made in writing, verbal requests do not count under the Freedom of Information Act.</i></li><li>• Pg. 2. <i>We will provide a response within 20 school days or 60 working days, whichever is sooner. The response time pauses if a clarification request or a fee notice is issued.</i></li><li>• Pg. 3. If your request means...</li><li>• Sections 2.5, 2.6, 2.7, and 2.8 have all been added.</li></ul>				