

To:
Primary Schools
Secondary schools
Special Schools
Nursery Schools
Pupil Referral Units

Your Ref: Paul Gohl
My Ref: PG/FOI1
Contact: Paul Gohl
Tel: 01482 613968
Fax: 01482 613290
E-mail: paul.gohl@hullcc.gov.uk
Date: 15th October 2003

Freedom of Information: Model Publication Scheme for Schools

Dear Head Teacher and Chair of Governors,

Please find enclosed documentation relating to the Freedom of Information Act which needs to be addressed in all maintained schools.

These documents are:

- A copy of this letter
- The letter sent to the LEA from the Information Commissioner
- FOI model scheme explanatory notes
- A publication scheme flowchart
- The appropriate model scheme for your school
- Classes with legal references

May I draw your attention to the following points:

You may decide to adopt the appropriate “**model scheme**” for your school. This is a pre-approved, off-the-shelf scheme which has been devised by a working group led by the Department for Education and Skills (DfES) in consultation with other parties. The model scheme has been developed in a way that should allow a school to simply insert its own details into the appropriate places as indicated by the bold text in capital letters contained in square brackets.

Two model publication schemes have been approved by the Information Commissioner for the governing bodies of maintained schools. These are designed for primary and secondary schools with special schools advised to use the secondary school model. A model for maintained nursery schools is being developed and will be available in 2004, for adoption by 30 June 2004.

Pupil Referral Units will need to adopt the bespoke model scheme and the relevant documents have been included with this letter. Please note that bespoke

schemes must be submitted to the Information Commissioner for approval before 31st December 2003.

Schools which prepare bespoke schemes must submit these to the Commissioner for approval by 31 December 2003 and both bespoke **and** model schemes will become operational on 29 February 2004.

The Commissioner has agreed that schools do not have to complete a return to confirm acceptance of the model. The Commissioner's office will assume that schools have accepted the model unless they receive an individual 'bespoke' scheme from the school, although they will undertake a sample check after 29 February to see if schools are having difficulties in adopting the model. One of the steps included in the guidance notes is for governing bodies to record in their minutes if they decide to adopt the model scheme.

Simply completing a copy of the model scheme does not in itself fulfill a school's obligation under the Act in relation to publication schemes. A school must make its publication scheme available and publish information in accordance with that scheme. By adopting the model scheme, your school is committing itself to publishing the information described.

Regards

Paul Gohl

ICT Training and Security Officer

On behalf of the IT Manager