Freedom of Information Policy

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1. Introduction

1.1. The Freedom of Information Act 2000 came fully into force on 1st January 2005. It deals with access to official information and requires Chadsgrove School to adopt and maintain a publication scheme, which has been approved by the Information Commissioner, and to publish information in accordance with that scheme.

1.2. In order to ensure that it complies with the requirements of the act, Chadsgrove School uses the model publication scheme produced by the Information Commissioners Office as its' guide. This can be seen in Appendix 1.

1.3. The publication scheme commits Chadsgrove School to make information available to the public as part of its normal business activities. The information covered is included in the 'Classes of Information' section of this document, where this information is held by the School.

1.4. The publication scheme also commits Chadsgrove School to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications in Section 3 below
- Specify the information which is held by the school and falls within the classifications in section 3 below
- Proactively publish or otherwise make available as a matter of course, information in line with the statements contained within the scheme
- 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
- Review and update on a regular basis the information the school makes available under this scheme
- Produce a schedule of any fees charged for access to information which is made proactively available
- Publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school 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, 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).

2. Purpose

2.1. The purpose of this policy is to demonstrate how the school complies with the relevant requirements of the Freedom of Information Act 2000, specifically with what and how it makes available information to the public.

3. Classes of Information

3.1. Chadsgrove is required to specify the information which it holds and which falls within the following classifications:

- **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 school.

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

3.2. The classes of information will not generally include:

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

4. The Method by which Information Published Under the Scheme will be made Available

4.1. Chadsgrove School will indicate clearly to the public what information is covered by this scheme and how it can be obtained. This can be seen on the table in Appendix 1 of this document.

4.2. Where it is within the capability of Chadsgrove School, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information via the website, Chadsgrove School will indicate how information can be obtained by other means and provide it by those means.

4.3. 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.

4.4. Information will be provided in the language in which it is held or in such other language that is legally required. Where Chadsgrove School is legally required to translate any information, it will do so.

5. Written Requests

5.1. Information held by Chadsgrove School 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.

6. Charges Which May be made for Information Published Under The Scheme

6.1. The purpose of the publication scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Chadsgrove School for routinely published material will be justified, transparent and kept to a minimum.

6.2. Material which is published and accessed on its website will be provided free of charge.

6.3. Charges may be made for information subject to a charging regime specified by Parliament.

6.4. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

6.5. 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.

6.6. 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.

6.7. 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.

6.8. The charging Scheme can be found in the table below:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying/printing @ 9p per sheet (black & white)	Actual cost incurred by Chadsgrove School
	Photocopying/printing @ 16p per sheet (colour)	Actual cost incurred by Chadsgrove School
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

Appendix 1
Freedom of Information – Model Publication Scheme

Guide to information available from Chadsgrove School under the Model Publication Scheme

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Who's who on the governing body / board of governors and the basis of their appointment	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Instrument of Government / Articles of Association	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
School prospectus (if any)	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply

Annual Report (if any)	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Staffing structure	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
School session times and term dates	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Address of school and contact details, including email address.	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Capital funding	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Financial audit reports	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply

Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Pay policy	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile (if any) And in all cases: • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report • Post-inspection action plan	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Performance management policy and procedures adopted by the governing body.	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Performance data or a direct link to it	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply

The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Safeguarding and child protection	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Class 5 – Our policies and procedures (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, or by the English government. These will include policies and procedures for handling information requests.		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated.	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy	Electronic–Free Website - Free Hard copy–Charges

	Contact school office	apply
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Curriculum circulars and statutory instruments	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
Disclosure logs	Available for inspection Contact the school office	Free
Asset register	Available for inspection Contact the school office	Free
Any information the school is currently legally required to hold in publicly available registers	Available for inspection Contact the school office	Free
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		
Extra-curricular activities	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Out of school clubs	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Services for which the school is entitled to recover a fee, together with those fees	Electronic copy Contact school office Hard copy Contact school office	Electronic–Free Hard copy–Charges apply
School publications, leaflets, books and newsletters	Electronic copy Contact school office School website www.chadsgroveschool.org.uk Hard copy Contact school office	Electronic–Free Website - Free Hard copy–Charges apply
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Considered, on written application, under the provisions of the Freedom	

	of Information Act	