



Freedom of Information **Policy**

May 2015

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Freedom of Information Policy Details

Teacher Responsible: Mrs Angela Macvie

Ratified by Governing Body on:

Next review date: March 2018

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. 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.
- 1.2. The publication scheme commits Chadsgrove School to make information available to the public as part of its normal business activities. The information that is made available, where it is held by Chadsgrove School, is described in the 'classes of information' section of this document.
- 1.3. The publication scheme commits Chadsgrove School:
 - To proactively publish or otherwise make available information which is held by the school and falls within the classes of information identified in section 2
 - To specify the information which is held by the school and falls within the classes of information identified in section 2
 - 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 school makes available under the scheme
 - To produce a schedule of any fees charged for access to information which is made proactively available
 - To publish any dataset held by the school that has been requested, 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 a specified licence. The terms dataset, relevant copyright work and specified licence are all defined in Appendix 1

2. Classes of Information

- 2.1. Who we are and what we do.
 - Organisational information, locations and contacts, constitutional and legal governance
- 2.2. What we spend and how we spend it.
 - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- 2.3. What our priorities are and how we are doing.
 - Strategy and performance information, plans, assessments, inspections and reviews
- 2.4. How we make decisions.
 - Policy proposals and decisions, decision making processes, internal criteria and procedures, consultation

2.5. Our policies and procedures.

- Current written protocols for delivering our functions and responsibilities

2.6. Lists and registers.

- Information held in registers required by law and other lists and registers relating to the functions of the school.

2.7. The services we offer.

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

2.8. 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

3. The method by which information published under the scheme will be made available

3.1. 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 in the table on page 5 of this document.

3.2. 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.

3.3. 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.

3.4. 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.

3.5. 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.

4. Written Requests

4.1. 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.

5. Guide to Information available from Chadsgrove School

5.1. The table on the next page indicates the information available from Chadsgrove School under the Information Commissioner's Office Model Publication Scheme. An indication of any charges that may be made for the provision of the information are included in the table and on a separate table on page 9.

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	Electronic/electronic/hard copy (please make a request to the school office) or website	Free from the website. Charges will apply for the provision of hard copies
Who's who in the school	Electronic/electronic/hard copy and website	
Who's who on the governing body	electronic/hard copy and website	
Instrument of Government	electronic/hard copy and website	
Contact details for the Head teacher and for the governing body (named contacts where possible with professional email address if used)	electronic/hard copy and website	
School prospectus	electronic/hard copy and website	
Annual Report	electronic/hard copy and website	
Staffing structure	electronic/hard copy and website	
School session times and term dates	electronic/hard copy and website	
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) – This will be current and previous financial year as a minimum	electronic/hard copy (please make a request to the school office)	Free from the website. Charges will apply for the provision of hard copies
Annual budget plan and financial statements	electronic/hard copy	
Capitalised funding	electronic/hard copy	
Additional funding	electronic/hard copy	

Procurement and projects	electronic/hard copy	
Pay policy	electronic/hard copy	
Staffing and grading structure	electronic/hard copy	
Governors' allowances	electronic/hard copy	
Class 3 What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) – This will be current information as a minimum	electronic/hard copy (please make a request to the school office) or website	Free from the website. Charges will apply for the provision of hard copies
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	electronic/hard copy and website	
Performance management policy and procedures adopted by the governing body.	electronic/hard copy	
Schools future plans	electronic/hard copy and website	
Class 4 How we make decisions (Decision making processes and records of decisions) – This will be current and previous three years as a minimum	electronic/hard copy (please make a request to the school office) or website	Free from the website. Charges will apply for the provision of hard copies
Admissions policy/decisions (This does not individual admission decisions)	electronic/hard copy and website	
Agendas of meetings of the governing body and (if held) its sub-committees	electronic/hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	electronic/hard copy	
Class 5 Our policies and procedures (Current written protocols, policies and	electronic/hard copy (please make a request to the school office) or website	Free from the website. Charges will apply for the

procedures for delivering our services and responsibilities) – This will be current information only		provision of hard copies
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	electronic/hard copy	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	electronic/hard copy and website	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	electronic/hard copy	
<p>Charging regimes and policies. This should include details of any statutory charging 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.</p>	electronic/hard copy and website	
<p>Class 6 Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>electronic/hard copy (please make a request to the school office) or website</p> <p>Some information may only be available by inspection</p>	<p>Free from the website. Charges will apply for the provision of hard copies</p>

Curriculum circulars and statutory instruments	electronic/hard copy	
Disclosure logs	available for inspection	
Asset register	available for inspection	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	available for inspection	
<p style="text-align: center;">Class 7 The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) – This will be current information only</p>	<p>electronic/hard copy (please make a request to the school office) or website</p> <p>Some information may only be available by inspection</p>	Free from the website. Charges will apply for the provision of hard copies
Extra-curricular activities	electronic/hard copy and website	
Out of school clubs	electronic/hard copy and website	
School publications	electronic/hard copy, website or available for inspection	
Services for which the school is entitled to recover a fee, together with those fees	electronic/hard copy	
Leaflets books and newsletters	electronic/hard copy and website	
Additional Information	Considered, on written application, under 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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 @ 8p per sheet (black & white)	Actual cost incurred by Chadsgrove School
	Photocopying/printing @ 15p per sheet (colour)	Actual cost incurred by Chadsgrove School
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Appendix 1 - Definitions

“relevant copyright work” means—

- (a) a copyright work, or
 - (b) a database subject to a database right,
- but excludes a relevant Crown work or a relevant Parliamentary work;

“relevant Crown work” means—

- (a) a copyright work in relation to which the Crown is the copyright owner, or
- (b) a database in relation to which the Crown is the owner of the database right;

“relevant Parliamentary work” means—

- (a) a copyright work in relation to which the House of Commons or the House of Lords is the copyright owner, or
- (b) a database in relation to which the House of Commons or the House of Lords is the owner of the database right;

“dataset” means information comprising a collection of information held in electronic form where all or most of the information in the collection—

- (a) has been obtained or recorded for the purpose of providing a public authority with information in connection with the provision of a service by the authority or the carrying out of any other function of the authority,
- (b) is factual information which—
 - (i) is not the product of analysis or interpretation other than calculation, and
 - (ii) is not an official statistic (within the meaning given by section 6(1) of the Statistics and Registration Service Act 2007), and
- (c) remains presented in a way that (except for the purpose of forming part of the collection) has not been organised, adapted or otherwise materially altered since it was obtained or recorded.”