

# **St Alban's Catholic High School**



## **Freedom of Information Policy**

**Approved by Strategy Governors on: 18 04 16**

**Recommission Date: June 2019**

## Section 1 The Scheme

1.1 Note from Information Commissioner: *This publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.*

1.2 This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

1.3 The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below. (section 2)
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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 authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

## Section 2 Classes of Information

- A) Who we are and what we do:  
Organisational information, locations and contacts, constitutional and legal governance.
- B) What we spend and how we spend it:  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- C) What our priorities are and how we are doing:  
Strategy and performance information, plans, assessments, inspections and reviews.
- D) How we make decisions:  
Policy proposals and decisions. decision making processes, internal criteria and procedures, consultations.
- E) Our policies and procedures:  
Current written protocols for delivering our functions and responsibilities.
- F) Lists and Registers:

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

G) The Services we Offer:

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

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.

### **Section 3 Availability**

3.1 The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

3.2 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.

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

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.

### **Section 4 Handling and Charges**

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

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

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

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information
- staff time to access the information and process the request

4.2 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.

4.3 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.



## Section 5 Handling Written Requests

5.1 Information held by a public authority 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.

### Freedom of Information-Guide to information available from St Alban's Catholic High School under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do (Organisational information, structures, locations and contacts)</b>		
Academy Funding Agreement – a link to the document on the Department for Education's website	Hard copy available	£10
Academy Order (if applicable)	Hard copy available	£10
School staff and structure – names of key personnel	School Prospectus - website	-
Governing body – names and contact details of the governors and the basis of their appointment	School website	-
School session times, term dates and holidays	School website	-
Location and contact information – address, telephone number and website	School website	-
Contact details for the Headteacher and the Governing Body	School website	-
School Prospectus	School website	-
School Session times and term dates	School website	-
GCSE results – a link to the data on the Department for Education's website	School website	-
<b>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</b>		
Annual budget plan and financial statements	Hard copy	£10
Capital funding – details of capital funding allocated to the school along with information on related building	Hard copy	£10

projects and other capital projects		
Additional funding – Income generation schemes and other sources of funding.	Hard copy	£10
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard Copy of Finance Policy	£10 each document
Staffing and grading structure	Finance Policies-Hard Copy	£10
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy	£10
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	N/A	-
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.		
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Website	-
Performance management information	Policy-Hard Copy	£10
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	School Development Plan	-
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Safeguarding Policy-Website	-
<b>How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website under Admissions Some data hard copy.	£10
Governing body meeting agendas,	Hard copy on request	£10

papers and minutes – information that is properly considered to be private should be excluded.		
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	On website On website Hard Copy Hard Copy Hard Copy Freedom of Information Policy contains detail Safeguarding Policy contains detail	£10 per request
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Hard copy available On website Sex and Relationships Policy-hard copy On website Hard copy Disability/Equality/Accessibility plan Hard copy Hard copy. On Website Behaviour policy-Website	£10 - £10 - £10 £10 £10 £10 -
Records management and personal data policies <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	ICT Policy including data protection-website Hard copy Hard copy ICT Policy including data protection-website	- £10 £10 -
Equality and diversity (Policies, schemes, statements,	Disability/Equality/Accessibility plan	£10

procedures and guidelines relating to equal opportunities)  <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>	Hard copy  Website	-
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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.	Charging Policy and Remissions-website	-
<b>Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy	£10
Disclosure logs	Bullying and Racist Incident logs	£10
Asset register	Hard Copy	£10
Any information the Academy is currently legally required to hold in publicly available registers	Hard Copy	£10 per item
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Website	-
Out of school clubs	Website	-
School publications	Website	-
Services for which the Academy is entitled to recover a fee, together with those fees	Charging Policy-Hard copy	£10
Leaflets, booklets and newsletters	Website	-

Signed by D Verney, Chair of Governors:

Date:



