



## **Freedom of Information Publication Scheme Policy**

<b>Date</b>	<b>Date approved by Governing Body</b>	<b>Date of next Policy Review</b>
March 23		March 24

## **1. Introduction – Freedom of Information Act 2000**

1.1 The FOIA was introduced on 30 November 2000 but came fully into force on 1 January 2005. The act gave the public new rights of access to public bodies' recorded information.

1.2 The FOIA requires public bodies to action two specific legal obligations.

- to adopt and maintain a publication scheme setting out details of information that the school will routinely make available and how the information can be obtained.
- to comply with requests for information.

## **2. What a publication scheme is and why it has been developed?**

2.1 One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

2.2 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

2.3 Some information which we hold may not be made public, for example personal information.

2.4 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **3. Aims and Objectives**

3.1 The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

#### **4. Categories of information published**

4.1 The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as “classes”.

4.2 The classes of information that we undertake to make available are organised into seven broad topic areas (see table below for breakdown):

- (1) Who we are and what we do*
- (2) What we spend and how we spend it*
- (3) What our priorities are and how we are doing*
- (4) How we make decisions*
- (5) Our policies and procedures*
- (6) Lists and registers*
- (7) The services we offer*

#### **5. How to request information**

5.1 If you require a paper version of any of the documents within the scheme, the request must be made to school in writing or by email. Contact details are set out below.

**Haughton School, Queen Street, Madeley, Telford TF7 4BW**

**Or email [haughton.admin@taw.org.uk](mailto:haughton.admin@taw.org.uk)**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

5.2 If the information you’re looking for isn’t available via the scheme, and isn’t on our website, you can still contact the school to ask if we have it (see FOI request section of this policy).

#### **6. Paying for information**

6.1 Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

6.2 Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item, we will let you know the cost before fulfilling your request.

## 7. Classes of Information Published

Information to be published	How information can be obtained
<b>1. Who we are and what we do</b> Organisational information, locations and contacts, constitutional and legal governance	(Current information only)
Instrument of Government / Articles of Association	On request – paper or email
School prospectus and curriculum	School website <a href="http://www.haughtonschool.co.uk/">http://www.haughtonschool.co.uk/</a>
Governing Body (names, basis on which they are appointed and contact details via school)	School website <a href="http://www.haughtonschool.co.uk/">http://www.haughtonschool.co.uk/</a>
School session times and term dates	School website <a href="http://www.haughtonschool.co.uk/">http://www.haughtonschool.co.uk/</a>
Who's who in the school (staff list).	School website <a href="http://www.haughtonschool.co.uk/">http://www.haughtonschool.co.uk/</a>
Location and contact information (address, telephone number, email address) Headteacher contact details.	School website <a href="http://www.haughtonschool.co.uk/">http://www.haughtonschool.co.uk/</a>
<b>2. What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous 2 financial year as a minimum	Paper copy of finance report to governors on request.
Annual budget plan and financial statements	On request – paper
Capital funding	On request – paper
Financial audit reports School fund audited accounts	On request – paper School website <a href="http://www.haughtonschool.co.uk/">http://www.haughtonschool.co.uk/</a>
Details of items of expenditure over £5,000 including costs, supplier and transaction information – published at least annually.	On request – paper
Procurement & contracts (procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process).	On request – paper
Pay policy	Available for inspection in hard copy on request
Staff pay and grading structures (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.)	Available for inspection in hard copy on request
Governors allowances (allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors).	On request – paper
<b>3. What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Current information available for inspection in hard copy on request
Performance data supplied to government (performance tables)	School website <a href="http://www.haughtonschool.co.uk/">http://www.haughtonschool.co.uk/</a>
Latest Ofsted report	School website <a href="http://www.haughtonschool.co.uk/">http://www.haughtonschool.co.uk/</a>
Performance management information (policy and procedures adopted by governing body)	Available for inspection in hard copy on request

The school's future plans (any major proposals for the future of the school involving eg consultation on a change in school status)	If applicable, available for inspection in hard copy on request
Safeguarding and child protection (policies and procedures)	School website <a href="http://www.haughtonschool.co.uk/">http://www.haughtonschool.co.uk/</a>
<b>4. How we make decisions</b> (decision making processes and records of decisions)	(Current and previous 3 years)
Admissions policy/decisions (not individual admission decisions)	School website <a href="http://www.haughtonschool.co.uk">www.haughtonschool.co.uk</a>
Minutes of meetings of the governing body and its committees (this will exclude information that is properly regarded as private to the meeting).	Available for inspection in hard copy on request
<b>5. Our policies and procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies, procedures and documents that the school is required to have by statute including required policies listed on the DfE website and policies and procedures for handling information requests.	School website <a href="http://www.haughtonschool.co.uk">www.haughtonschool.co.uk</a>
Records management and personal data policies: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Available for inspection in hard copy on request
Equality and diversity (policies, schemes, statements, procedures and guidelines relating to equal opportunities)	School website <a href="http://www.haughtonschool.co.uk">www.haughtonschool.co.uk</a>
Policies and procedures for the recruitment of staff (job adverts)	School website <a href="http://www.haughtonschool.co.uk">www.haughtonschool.co.uk</a> Wm jobs <a href="https://www.wmjobs.co.uk/">https://www.wmjobs.co.uk/</a>
Charging regimes and policies (details of any statutory charging regimes including charges made for information routinely published – stating costs to be recovered, basis on which they are made and how calculated).	School website <a href="http://www.haughtonschool.co.uk">www.haughtonschool.co.uk</a> On request – paper
<b>6. Lists and registers</b> (Currently maintained information only)	Hard copy or website; some information available by inspection
Curriculum circulars and statutory instruments (eg regulations, departmental circulars and admin memoranda sent to the Headteacher/governing body concerning curriculum)	Available for inspection in hard copy on request
Disclosure logs	Electronic
Asset register	Hard copy on request
<b>7. The Services we offer</b> (leaflets, guidance and newsletters)	
<ul style="list-style-type: none"> <li>• Extra-curricular activities</li> <li>• Out of school clubs</li> <li>• School publications, leaflets, booklets and newsletters</li> <li>• Services for which the school is entitled to recover a fee, together with those fees</li> </ul>	Hard copy, school website Hard copy, school website School website <a href="http://www.haughtonschool.co.uk">www.haughtonschool.co.uk</a>

## **8. Making a request under FOI Act**

- 8.1 Please submit a written request to the Business Manager at Haughton School or email [haughton.admin@taw.org.uk](mailto:haughton.admin@taw.org.uk).
- 8.2 A requester will receive a response to their request within 20 working days of the day we receive it (if it is received after 3.30pm then it will be 20 working days from the next working day), regardless of whether we do or do not hold the information. In exceptional circumstances we may not be able to meet the 20 working day deadline, if this is the case we will contact you to let you know when we hope to send the information requested to you.
- 8.3 We will not provide assistance to applicants whose requests are seen to be vexatious or repeated as defined in section 14 of the FOIA. In deciding if a request is either a vexatious or repeated request we will consider guidance from the Information Commissioner's Office.
- 8.4 Right of Appeal - In the response the requester receives they will be given details on how to appeal if they are not satisfied with the information we have/have not supplied. The appeal will be processed by a person independent to the original response process.
- 8.5 Fees/Charges - We are allowed to recover the costs of printing, copying and postage and packing. If we require a fee to be paid then a fees notice will be sent to the requester. If the fees notice has been sent and the requester is not prepared to pay the fee, we may:-
- consider whether any information that may be of interest is available free of charge, or;
  - consider providing an indication of what, if any, information could be provided without a fee being payable, or;
  - consider advising the requester that by refining the request, information may be able to be supplied for a lower fee or at no charge.
- 8.6 The school will provide advice and assistance to people making requests for information. Advice and guidance maybe sought from the Head Teacher using the previously stated contact details.

## **9. Feedback and Complaints**

- 9.1 We welcome any comments or suggestions you may have about the scheme.

ICO can be contacted at:

*The Case Reception Unit, Customer Service Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.*

or

Enquiry/Information Line: 01625 545 700 E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)