

TCS Freedom of Information Policy and Procedures

Policy responsible: Business Manager

Approved by: Finance, Community and Business

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1. Introduction:

WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

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.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form or will be available in due course if such publications are in preparation or under review.

In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

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

2. AIMS AND OBJECTIVES

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

3. CATEGORIES OF INFORMATION PUBLISHED

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 six broad categories of information known as 'classes', as outlined below. A detailed list of information is set out in Section 7 of this Policy:

CLASS 1 Who we are and what we do.

CLASS 2 What we spend and how we spend it.

CLASS 3 What our priorities are and how we are doing.

CLASS 4 How we make decisions.

CLASS 5 Our policies and procedures.

CLASS 6 Lists and registers.

CLASS 7 The services we offer.

4. HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the scheme, please make your request to the school in writing, by email or letter. Requests should be addressed to the Headteacher who will:

- if appropriate, provide the information in writing as soon as practicable
- let the enquirer know where the information is available if it is already in the public domain [e.g. School Website]
- let the enquirer know if another Public Body holds the information requested, where it is not held at the school
- ensure that any exemption that is applied is clearly identified and, where appropriate, reasons given for its use

- the approval of the application of other exemptions and the undertaking of the public interest test, when applying qualified exemption, will be dealt with by the Headteacher and or Chair of Governors as appropriate

The implementation of the day-to-day policy is delegated to the Headteacher. We will endeavour to provide a response for requests within 20 working days. Please note 'working days' refers to term time only as contained in Statutory Instrument 3364. Where circumstances make it difficult for the information to be provided in time to meet this deadline, we will advise the enquirer accordingly and seek to provide the information as soon as possible. All requests will be logged by the School Administrator and their progress tracked and reported to the Governing Body.

The log will record all requests for information [including the date received], fees received [where applicable] and the date the information was provided. It will also include a record of the exemptions that have been applied and the reasons given for them were appropriate.

5. CHARGES

The general charge for photocopying, printing and faxing or emailing information as an attachment is *10p* per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD, video or audio cassette; translating the information into a different language.

If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

6. FEEDBACK AND COMPLAINTS

If you do not accept our reasons for declining to disclose the information requested, you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:

The Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday

Fax 01625 524510

Email mail@ico.gsi.gov.uk

The School will seek advice from the Local Authority’s Information Governance Manager as necessary to clarify any points or to help resolve any disputes over information requests.

INFORMATION AVAILABLE FROM TESTBOURNE COMMUNITY SCHOOL UNDER THE PUBLICATION SCHEME

Information to be published	How the information can be obtained		Cost: 10p a sheet unless stated otherwise
	Website	Hard copy	
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	✓	✓	
Who’s who on the Governing Body and the basis of their appointment	✓	✓	
Instrument of Government	✓	✓	
Contact details for the Headteacher and for the Governing Body [named contacts where possible with telephone number and e-mail address [if used]	✓	✓	
School Prospectus	✓	✓	£5:00
Staffing Structure	✓	✓	
School Session Times and Term Dates	✓	✓	

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		✓	
Capitalised Funding		✓	
Additional Funding		✓	
Procurement and Projects		✓	
Pay Policy		✓	
Staffing Structure		✓	

Class 3 – What our priorities are and how we are doing			
[Strategies and plans, performance indicators, audits, inspections and reviews]			
Current as a minimum			
School Profile			
Government supplied performance data	✓	✓	
The latest Ofsted Report	✓	✓	
Performance Management Policy and Procedures adopted by the Governing Body		✓	
School Development Plan		✓	

Class 4 ~ How we make decisions			
[Decision making processes and records of decisions]			
Current and previous three years as a minimum			
Admissions Policy/Decisions [not individual admission decisions]	✓	✓	
Agendas of Meetings of the Governing Body and [if held] its Sub-Committees		✓	
Minutes of Meetings [as above]. N.B. This will exclude information that is properly regarded as private to the meetings.		✓	

Class 5 ~ Our policies and procedures			
[Current written protocols, policies and procedures for delivering our services and responsibilities]			
Current information only			
School policies including: -			
Charging and Remissions Policy	✓	✓	
Health and Safety	✓	✓	
Complaints Procedures	✓	✓	
Staff Conduct Policy		✓	} as per HCC } Personnel } Guidance
Discipline and Grievance Policies		✓	
Freedom of information Policy	✓	✓	
Equality and Diversity [including Equal opportunities] Policies	✓	✓	
Race Disability and Accessibility	✓	✓	
Pupil and curriculum policies, including: -			
Home – School Agreement		✓	
Curriculum [under review]	✓	✓	
Sex Education	✓	✓	
Special Educational Needs	✓	✓	
Collective Worship	✓	✓	
Careers Education	✓	✓	
Behaviour Management	✓	✓	
Records Management and Personal Data Policies, including: -			
Information Security Policies	✓	✓	
Records Retention Destruction and Archive Policies ~ per HCC guidance	✓	✓	
Data Protection, including information sharing policies	✓	✓	
<i>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.</i>			

Class 6 ~ Lists and Registers			
Currently maintained lists and registers only			
Curriculum Circulars and Statutory Instruments		✓	
Freedom of Information Requests Log	✓	✓	
Asset Register		✓	
Any information the school is currently legally required to hold in publicly available registers. [This does not include the attendance register]		✓	

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	✓	✓	
Out of School Clubs	✓	✓	
School Publications	✓	✓	
Services for which the school is entitled to recover a fee, together with those fees	✓	✓	
Newsletters	✓	✓	

Additional Information	
The above is a summary of the main sources of information we hold. Applicants may request additional information which we may hold. Requests will be dealt with according to the same procedure, as for listed items as outlined in our Freedom of Information policy.	