



# HENLEY-in-ARDEN SCHOOL

## Freedom of Information Policy



Updated: October 2014

Approved by Governors: December 2014

Review: November 2017

This is Henley-in-Arden School's Publication Scheme on information available under the Freedom of Information Act 2000

Schools are required to comply with the Freedom of Information Act through two key publications:

1. A model publication scheme
2. A guide to the information the school holds.

Guidance on both is set out by the Information Commissioners Office (ICO).

The **model publication scheme** lists seven classes of information that should be made available to the public, as follows:

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 our decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

The **guide to information** expands on the seven classes of information and lists what is available to the public.

*The governing body is responsible for maintenance of this scheme.*

### **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 the 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 available for you on our website to download and print off or is available in paper form.

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

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

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

## 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 categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

*School Prospectus* – information published in the school prospectus.

*Governors' Documents* – information published in governing body documents.

*Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.

*School Policies and other information related to the school* – information about policies that relate to the school in general.

## How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below. [or you can visit our website at [www.henleyschool.com](http://www.henleyschool.com)]

Email: [admin@henleyschool.com](mailto:admin@henleyschool.com)]

Tel: 01564 792364

Fax: 01564 792411

Contact Address: **Henley-in-Arden School**  
**Stratford Road**  
**Henley in Arden**  
**B95 6AF**

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

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.

## **Paying for information**

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.

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 such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

### **Suggested actions to be taken when a request for information is received:**

1. Decide whether the request is a FoI request
2. Decide whether the school holds the information, or whether the request should be transferred to another body should the information be held elsewhere
3. Provide the information if it has already been made publication
4. Inform the enquirer if the information is not held
5. Consider whether a third party's interests might be affected by disclosure and if so consult the third party
6. Consider whether any exemptions apply and whether they are absolute or qualified
7. Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
8. Decide whether the estimated cost of complying with the request will exceed the appropriate limit
9. If a request is made for a document that contains exempt personal information, ensure that the personal information is removed
10. Consider whether the request is vexatious or repeated

## **Fees**

It is expected that schools will make all items available to the public free of charge or in line with their charging policy. The FoI Act does not include any requirements for making documents available in another language. However, accessibility to the information must conform with existing legal requirements, such as the Disability Discrimination Act.

Where the school is making a priced item available (such as a printed publication, video or bound information), a charge may be levied. If the request requires a lot of photocopying or large postage costs, the school needs to make clear to all those enquiring that a handling charge might be made in line with its policy on charging.

## Exemptions and exceptions to Fol requests

The ICO has advised that:

1. All valid requests must be: in writing; states the name of the applicant and an address for correspondence, and describes the information requested.
2. The information should be readily available to the school i.e. a school is not required to create information in order to be able to respond to the request
3. Exemptions for schools under Part 2 of the Act relates to material which reveals personal information. A school which declines to provide information must send a refusal notice to the applicant outlining the exemption it is seeking to apply, including details of the school's complaint procedure and information on how to contact the ICO.
4. Whilst personal information is exempt under the Fol Act, individuals may continue to make a "subject access request" under the data Protection Act. If a request is made for a document which contains personal information e.g. minutes of the governors meeting, then they may be issued with the personal information blanked out.

## Classes of Information Currently Published

**School Prospectus** – this section sets out the information published in the school prospectus.

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE/GNVQ results in the school, locally and nationally</li> <li>• A summary of GCE A/AS level results in the school and nationally</li> <li>• The number of pupils studying for, and percentage achieving, other vocational qualifications</li> <li>• The destinations of school leavers<sup>1</sup></li> <li>• The arrangements for visits to the school by prospective parents</li> <li>• The number of places for pupils or normal age of entry on the preceding school year and the number of written applications/preferences expressed for those places</li> </ul>

**Governors' information relating to the governing body** – this section sets out information published in governing body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> <li>• The name of the school.</li> <li>• The category of the school.</li> <li>• The name of the governing body.</li> <li>• The manner in which the governing body is constituted.</li> <li>• The term of office of each category of governor if less than 4 years.</li> <li>• The name of any body entitled to appoint any category of governor.</li> <li>• Details of any trust.</li> <li>• If the school has a religious character, a description of the ethos.</li> <li>• The date the instrument takes effect.</li> </ul>
Minutes <sup>1</sup> of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [ <i>current and last full academic school year</i> ]

**Pupils & Curriculum Policies** – This section gives access to information about policies that relate to pupils and the school curriculum. Policies are updated on a rolling programme and added to the website as they are approved by the governors

Class	Description
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery

	of information to displayed pupils
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school <i>(from March 2004)</i>
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.



**School Policies and other information related to the school** – This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	<p>A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character.</p> <p>As of September 2014, there is not a requirement on schools to produce a post-OFSTED action plan.</p>
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A – Other documents	Annex A provides a list of other documents that are held by the school and are available on request

## Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

*Information Commissioner, 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.ico.gov.uk](http://www.ico.gov.uk)

## Appendix A

### A guide to information available under the model publication scheme

Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Prospectus and website
Who's who in the school	Prospectus and website
Who's who on the governing body and the basis of their appointment	Prospectus and website
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Prospectus and website
School prospectus	School office and Website
Staffing structure	School office
School session times and term dates	School office and website
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	SIMS outturn report from schools finance officer
Annual budget plan and financial statements	School Finance officer
Capitalised funding	School Business manager
Additional funding	School Business manager
Procurement and projects	School Business manager
Pay policy	School Business manager
Staffing and grading structure	School Business manager
Governors' allowances	School Business manager

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	School Office
<p>Performance management policy and procedures adopted by the governing body.</p>	School office and website
<p>Schools future plans</p>	School Office
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	School office and website
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	School office and clerk to governors
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	School office and clerk to governors
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> </ul>	School office and website. NB Policies are updated on a rolling basis and added to the school website as they are approved

<ul style="list-style-type: none"> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Behaviour for Learning</li> </ul>	<p>School office and website. NB Policies are updated on a rolling basis and added to the school website as they are approved</p>
<p>Records management and personal data policies, including:</p> <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>	<p>School office</p>
<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>	<p>School office</p>
<p><b>Class 6 – Lists and Registers (in most cases with pupil names redacted)</b></p> <p>Currently maintained lists and registers only</p>	<p>School Office NB may only be available for inspection as deemed appropriate</p>
<p>Disclosure logs</p>	<p>School Office</p>
<p>Asset register</p>	<p>School Office - finance</p>

Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	School Office
<b>Class 7 – 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	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	School office and prospectus
Out of school clubs	School office
School publications	School Office
Services for which the school is entitled to recover a fee, together with those fees	School office - finance
Leaflets books and newsletters	School office and website

Contact details: - Office Manager, Headteacher, Finance Officer 01564 792364 or by email to [admin@henleyschool.com](mailto:admin@henleyschool.com)

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority