

# Freedom of Information Policy and Publication Scheme

November 2020

Date Approved:	<b>Nov 20</b>	Review Date:	<b>Nov 23</b>	Signed by Chair of Governors:	
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## **AIMS AND SCOPE OF THE POLICY**

- 1.1 One of the aims of the Freedom of Information Act 2000 ("the Act") is that all schools should be clear and proactive about the information they will make public. This policy sets out:
  - 1.1.1 The classes of information which the Academy publishes or intends to publish;
  - 1.1.2 The manner in which the information will be published;
  - 1.1.3 Whether the information is available free of charge or on payment.
- 1.2 This covers information already published and information which is to be published in the near future. All information in the Academy's publication scheme is either available on its website to download and print off or available in paper form. Some information which the Academy holds will not be made public, for example, personal information. The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **2 CATEGORIES OF INFORMATION PUBLISHED**

- 2.1 The classes of information that the Academy undertakes to make available are organised into five broad topic areas:
  - 2.1.1 Class 1: Who we are and what we do
  - 2.1.2 Class 2: What we spend and how we spend it
  - 2.1.3 Class 3: What our priorities are and how we are doing against them
  - 2.1.4 Class 4: How we make decisions
  - 2.1.5 Class 5: Our policies and procedure

## **3 HOW TO REQUEST INFORMATION**

- 3.1 Any person can submit a written request for information held by the Academy. Individuals who wish to request a paper version of any of the documents within the scheme, should contact the Academy by telephone, email, fax or letter. Contact details can be found on the Academy's website.
- 3.2 There is a time limit of 20 working days (excluding school holidays) to respond to requests from the date of the request.
- 3.3 The Academy will operate by the safeguard in the Act whereby any 'manifestly unreasonable' request or one where the information is already in the public domain or the cost in time or labour is excessive, need not to be complied with.
- 3.4 Where requests for information relate to professional activity (eg academic research) the Academy will attempt to be supportive; where a request seems to stem from dissatisfaction with the work of the school the attempt will be made to conduct a constructive discussion with the person(s) concerned.
- 3.5 To help the Academy process requests quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please). If the information isn't available via the scheme and isn't on the Academy's website, individuals can still contact

the Academy to ask for information. The request will be passed to the Headteacher.

3.6 A Freedom of Information request should:

3.6.1 Be in writing, including email or fax

3.6.2 State the enquirer's name and correspondence address (email address allowed)

3.6.3 Describe the information requested. The Academy must be able to locate the information and there must be sufficient information held to support this request

#### **4 PAYING FOR INFORMATION**

4.1 Information published on the Academy's website is free, although individuals may incur costs from their internet service provider in accessing it. Single copies of information covered by this publication are provided free unless stated otherwise in the Publication Scheme. If a request means that the Academy has 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, it will inform an individual of the cost before fulfilling their request.

4.2 The Academy will charge at the current rate for photocopying, with an additional administration charge for requests requiring extensive staff time and costs.

#### **5 MONITORING THIS POLICY**

5.1 The Academy welcomes any comments or suggestions about the scheme. Comments about this publication scheme, requests for further assistance or complaints should be addressed to The Headteacher, Fareham Academy, St Anne's Grove, Fareham, Hampshire, PO14 1JJ.

5.2 If individuals wish to make a formal complaint, it needs to 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.

## PUBLICATION SCHEME

### 1. Who We Are and What We Do

Information	How the information can be obtained	Cost
Who's who in the school	Website	Free
Who's who on the board of governors and the basis of their appointment	Website	Free
Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school	Website	Free
Annual Report	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free

### 2. What We Spend and How We Spend It

Information	How the information can be obtained	Cost
Annual budget plan and financial statements	Website	Free
Capital funding	Website	Free
Financial audit reports	Website	Free
Details of expenditure items over £2000	Headteacher	Cost of Printing and Postage
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Headteacher	Cost of Printing and Postage
Pay Policy	Headteacher	Cost of Printing and Postage

Information	How the information can be obtained	Cost
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Headteacher	Cost of Printing and Postage
Staffing, pay and grading structure. 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.	Headteacher	Cost of Printing and Postage
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Headteacher	Cost of Printing and Postage

### 3. What Our Priorities Are And How We Are Doing

Information	How the information can be obtained	Cost
Performance data The latest Ofsted Report <ul style="list-style-type: none"> <li>Post-inspection action plan</li> </ul>	Website	Free
Performance management policy and procedures adopted by the governing body.	School Office	Free
Performance data or a direct link to it	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website	Free
Safeguarding and child protection	Website	Free

### 4. How We Make Decisions

Information	How the information can be obtained	Cost
Admissions policy	Website	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as confidential to the meetings).	Clerk to Governors	Free

## 5. Our Policies and Procedures

Information	How the information can be obtained	Cost
School Policies	Website	Free Cost of printing and postage