



## **Freedom of Information Policy**

Date of approval by Governors: 17 November 2014

Next review date: November 2015

**This policy document and the content contained therein remains the responsibility of the Senior Leadership Team and the Trustees. No amendments can be made without their express instruction. The Senior Leadership Team remain the final arbiters in all matters relating to this policy.**

## **1. RATIONALE**

The Freedom of Information Act 2000 (FOIA) came into force on 1st January 2005. This gives all individuals improved access rights to public organisation documents, aiming to promote openness in government.

## **2. DEFINITIONS**

Our 'Publication Scheme', summarised in the first section of the 'Aims and Objectives' below, lays out the information that we will make available to all our stakeholders (parents, governors, Warrington BC and the local community). The detailed 'Publication Scheme' is included as Appendix B.

## **3. AIMS AND OBJECTIVES**

### **3.1** The aims and objectives of this policy are to:

Facilitate more effective public access to the process for requesting information. Communicate the information currently published or which we are intending to publish. As a brief summary, our 'Publication Scheme' includes:

The school website (this details our statutory policies, results, curriculum, organisation of the school day, and a news blog).

Governors' documents, including 'The Instrument of Government' and the agreed minutes of the Governing Body and its Committees for the current and last full academic year.

### **3.2** To explain the procedure for requesting information including:

A timescale for a response.

Reasons why the school might not be able to give information.

Any charges that this request may incur.

Guidance about how to give feedback or to make a complaint.

## **4. IMPLEMENTATION**

### Availability of Information

Great Sankey High School aim to provide as much information as possible via the school website. If you cannot find the information you require and it is covered by the 'Publication Scheme' we will make this available to you free of charge. Please contact the school informally.

Formal request under the FOI: If the information you require is not covered by the 'Publication Scheme' please follow the guidance given in the model application template 'Appendix A'

Timescale for a response: We will respond to your enquiry within 1 working day to acknowledge receipt of your request and to give you a timescale for resolution. The statutory response time under FOIA is 20 working days.

Reasons why information might not be given: there are a number of exemptions under the Act. In particular, we have a duty to protect the personal information of our individuals. Under section 40 of the FOIA we may refuse your request if our response would mean the disclosure of information which could identify individuals.

Charging: No charge will be made for electronic copies of information. Single copies of information covered by our 'Publication Scheme' will also be free of charge. Otherwise, if your request involves photocopying or printing there may be a small charge. The total cost would be advised prior to printing / postage for agreement.

Feedback / Complaints: We would welcome any comments or suggestions that you may have about this policy and associated procedures. If you wish to comment or to make a complaint this should be addressed to the Headteacher by letter or by email to [enquiries@greatsankey.org](mailto:enquiries@greatsankey.org) in line with the school's complaints procedure.

## **5. MONITORING AND EVALUATION**

Formal requests for information arising from this policy will be addressed / forwarded to the School Business Manager.

Details of FOIA requests will be provided to the Headteacher on a termly basis and to the Governors annually.

## **6. LINKS:**

This policy should be considered in conjunction with the Freedom of Information Act 2000 and the school's Data Protection Policy and 'Fair Processing' procedures.

## **7. RESPONSIBILITIES:**

- 7.1** Business Manager To log and action formal requests for information; to provide a summary termly for the Headteacher and annually to Governors.
- 7.2** Headteacher: To monitor formal requests termly and to respond to complaints.
- 7.3** Governors: To review the FOI policy and matters arising from it on an annual basis.

## APPENDIX A

### FORMAL REQUEST FOR INFORMATION UNDER FOIA 2000

This guidance is based on the Warrington Borough Council template.

Please address requests for information by letter to the Business Manager or via email to [enquires@greatsankey.org](mailto:enquires@greatsankey.org)

To help us to respond to your request please give as much as possible of the following information:

- Title/ First name/ Last name
- Address and post code
- Telephone number(s)
- Email address
- Company name if request is being made on behalf of a company or organisation.
- Information required (please give as much detail as possible).

Our preferred method for responding to requests is by email, which means that we can get information to you quicker and is better for the environment. We may also need to contact you to find out more detail about your request. However, if you would prefer telephone or postal contact please advise us of your preference. If you require information to be sent in, for example, large print or Braille please indicate this in your request.

If you are not satisfied with our response, please contact the Headteacher in line with our complaints policy. If the Headteacher is not able to resolve your complaint you may contact 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. Their current contact details are:

First Contact Team,  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113 or 01625 545745  
Email: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)  
Website: [www.ico.gov](http://www.ico.gov)

## APPENDIX B

The list below is not meant to be definitive. Our legal commitment is to the Information Commissioner's model publication scheme upon which this appendix is based. We are encouraged to provide as much information as possible on a routine basis. Who we are and what we do

- Organisational information, structures, locations and contacts.
- Instrument of Government - this is the document which records the name and category of the school and the name and constitution of its governing body.
- School prospectus  
The statutory contents of the school prospectus, as follows:

- Information about the implementation of the governing body's policy on pupils with special educational needs (SEN).

- A description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.

There is no legal requirement to have a printed prospectus and our website is used for this purpose. Once the prospectus has been published and made available to parents, access to it should be available to anyone.

- Governing Body - The names, and contact details of the governors and the basis on which they have been appointed.
- School session times and term dates – these are on our website
- Details of school session times and dates of school terms and holidays- these are on our website
- Location and contact information – on our website
- The address, telephone number and website for the school together with the names of key personnel. (website)
- What we spend and how we spend it - Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Financial information for the current and previous two financial years should be available.
- Annual budget plan and financial statements
- Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and Great Sankey High School expenditure returns.
- Capital funding- Details of the capital funding allocated to the school together with information on related building projects and other capital projects.
- Additional Funding
- Income generation schemes and other sources of funding including any Specialist School funding.
- 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.
- Pay policy
- The statement of the school's policy and procedures regarding teachers' pay.
- Staffing and grading structure
- Governors' allowances
- Details of allowances and expenses that can be claimed or incurred.

- What our priorities are and how we are doing
- Strategies and plans, performance indicators, audits, inspections and reviews.
- School profile
- Please note that the Government have indicated that the requirement to complete the online template is likely to be removed in 2011-2012.
- Government-supplied performance data
- Summary of latest Ofsted report\*
- The required narrative sections covering areas such as successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community (\* the full Ofsted report is also available.)
- Performance management information
- Performance management policy and procedures adopted by the governing body.
- School's future plans

Any major proposals for the future of the school involving, for example, consultation or a change in school status.