



Yardleys
School

WORKING TOGETHER FOR A BETTER FUTURE

FREEDOM OF INFORMATION POLICY

Adopted by Governors:

Signed:

Date:

This policy is reviewed every two years by the Finance, Premises & Staffing Committee

Review date:

POLICY INFORMATION

Date of last review	November 2021	Review period	Two years
Date ratified by governors	November 2021	Governors' committee responsible	FPS
Policy owner	Gemma Webb	SLT member responsible	Gemma
Date of next review	November 2023		

Reviews/revisions

Review date	Changes made	By whom
November 2019	School aims updated Updated paragraph on method by which information will be made available (in line with ICO model policy) Location of information available updated to reflect greater use of website	Jill Wilson
November 2021	Policy owner updated Point added under what the scheme commits the school to (in line with ICO model policy) Policies updated	Gemma Webb

Dates of linked staff training (if applicable)

Date	Course title	Led by

EQUALITY AND GDPR

All Yardleys' policies should be read in conjunction with our [Equal Opportunities](#) and [GDPR](#) policies.

Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle – GDPR

Yardleys School recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Yardleys School is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Freedom of Information Act

The Governing Body is responsible for the 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 is that public authorities, including Schools/Academies, should be clear and proactive about the information they will make public.

This publication scheme commits Yardleys School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school. Some information which is held 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:

1. Achieve academic excellence
2. Educate the “whole child” so they are ready for life
3. Work collaboratively and ethically to provide education of the highest standard.

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

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, which is held by the school and falls within the classifications below
- To specify the information which is held by the school and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the school makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

Classes of Information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the school.

The Services we Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

The method by which information published under this scheme will be made available

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Freedom of Information

Guide to information available from Yardleys School under the publication scheme

Information to be published	How the information can be obtained
<p>Who we are and what we do (Organisational, information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hardcopy and/ or website
Academy Funding Agreement	Hard or electronic copy
Academy Order	Hard or electronic copy
School staff and structure – names of key personnel	Hard or electronic copy
Governing Body – names and contact details of the governors and the basis of their appointment	Hard copy and/or website
School session times, term dates and holidays	Hardcopy and/or website
Location and contact information – address, telephone number and website	Hardcopy and/or website
Contact details for the Principal and the Governing Body	Hard copy and/or website
School Prospectus	Website
GCSE results	Hardcopy and/or website

Information to be published	How the information can be obtained
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House)</p>	Hardcopy and/or website
Annual budget plan and financial statements	Hardcopy
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard or electronic copy
Procurement and contracts – details of procedures used for the acquisition of goods and services.	Hard or electronic copy

Details of contracts that have gone through a formal tendering process	
Pay policy – a statement of the School’s policy on procedures regarding teachers’ pay	Hard or electronic copy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred	Hard or electronic copy

Information to be published	How the information can be obtained
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published</p>	Hardcopy and/or website
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	Hardcopy and/or website
Performance management information (anonymous)	Hardcopy
School’s future plans – any major proposals on safeguarding and promoting the welfare of children	Hardcopy
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Hard or electronic copy

Information to be published	How the information can be obtained
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	Hard or electronic copy
Governing Body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	Hardcopy

Information to be published	How the information can be obtained
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	Hardcopy and/ or website
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Health and Safety • Complaints procedure • Staff Conduct policy (part of Staff Handbook) • Discipline and grievance policies • Pay policy • Whistleblowing Code • Risk Management • Value for Money Statement • Head Teacher’s Delegation Statement • Internal Control Policy • Fixed Asset and Depreciation Policy • Staff Discipline • Accessibility Policy • Complaints Policy • Managing Staff Absence • Early Career Teachers policy 	Hard or electronic copy
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school partnership • Curriculum • Relationships & Sex education • Special education needs • Accessibility • Children with health needs who cannot attend school • Careers education • Pupil discipline – behaviour & exclusions 	Hard or electronic copy
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Data Protection policies 	Hard or electronic copy
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff</p>	Hard or electronic copy

Information to be published	How the information can be obtained
Lists and Registers Currently maintained lists and registers only	Hard or electronic copy
Curriculum circulars and statutory instruments	Hardcopy
Asset register	Hardcopy

Information to be published	How the information can be obtained
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy and/ or website
Extra-curricular activities	Hard or electronic copy
Out of school clubs	Hard or electronic copy
School publications	Hardcopy and/ or website
Leaflets, booklets and newsletters	Hardcopy and/ or website