

## Freedom of Information Policy

We are committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000 and Data Protection Act 1998:

1. Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publication Scheme, which is itself available from the school office or on our website at [www.shaftesburyschool.com](http://www.shaftesburyschool.com)
2. We will normally confirm within five school days whether or not we hold the information you request and will either provide it promptly or within the 20 school days required by the Freedom of Information Act, within the 40 school days as required by Data Protection Act.
3. Where a request for information is made in person or over the telephone, and is reasonably straightforward, we will respond without formality. In more complex cases we will ask you to put the request in writing (letter, email or fax) to ensure that we have clear statement of what is requested.
4. Where appropriate, we will provide information in redacted (that is, edited) form, in line with any exemptions that we wish to apply under the legislation.

*Example: You ask for a document that includes details of other children besides your own. We agree to provide the document with references to other children edited out.*

5. If you do not accept our reasons for declining to disclose information requested you should write to the Chair of Governors, c/o the School in the first instance. If you are not happy with his response, you may wish to contact the Information Commissioner.
6. Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publication Scheme as being available either free or charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation such as the Disability Discrimination Act.
7. If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive the payment (cash or cheque).
8. The time allowed for us to provide the information – 20 or 40 days (see 2 above) - does not include the period between the issuing of the fees notice and the receipt of the payment.
9. We may be unable to provide the information you request for any of the following reasons:
  - We do not hold the information

- We are applying an exemption to the disclosure
- It would cost the school more than £450 to provide the information (this figure is set by government)
- It is considered vexatious or repeated
- Legally privileged documents.

If we are unable to comply with your request, 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 down the costs.

## **Charges**

The fee for photocopying, printing and faxing is 10p per sheet. Postage costs 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 to provide the information. This figure is set by Government.

In the vast majority of cases the costs will be **under £450** and we will then charge only for photocopying, printing, faxing 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 or audio cassette
- translating the information into a different language

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

Where we estimate that the cost of meeting a request is likely to be **over £450**, and we agree to provide the information, we will apply the same kinds of charges but in addition we will charge for staff time at £25 per hour. If staff time is costed at less than £5, we will waive that part of the fee.

## **Requests for personal information (subject access requests)**

Most requests for personal information are about children's records and can be responded to promptly. They are called 'subject access requests'. In more complex cases we may need more time but are still required by law to respond in full within 40 school days.

Schools can charge up to a maximum of £50 for responding to a subject access request but we will only do so where the cost is over £5, in which case we will charge 10p per sheet for photocopying, printing or faxing up to the £50 maximum.

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## Guide to information available Shaftesbury School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	Head's PA	Photocopying & postage cost (except the prospectus which is FOC)
Who's who on the governing body and the basis of their appointment	Clerk to the Governors	
Instrument of Government	Clerk to the Governors	
Contact details for the Head teacher	Head's PA	
Contact details for the governing body (named contacts where possible with telephone number and email address (if used))	Clerk to the Governors	
School prospectus	Reception	
Staffing structure	Business Manager	
School session times and term dates	Reception	

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<p><b>Class 2 – What we spend and how we spend it</b>          (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>	(hard copy and/or website)	
Annual budget plan and financial statements	Snr Finance Officer	Photocopying & postage cost
Capitalised funding	Snr Finance Officer	
Additional funding	Snr Finance Officer	
Procurement and projects	Business Manager	
Pay policy	Business Manager	
Staffing and grading structure	Business Manager	
Governors' allowances	Business Manager	
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<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>	Business Manager	Photocopying & postage cost

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Performance management policy and procedures adopted by the governing body.	Business Manager	
Schools future plans	Business Manager	
Every Child Matters – policies and procedures	Business Manager	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Business Manager	Photocopying & postage cost
Agendas of meetings of the governing body and (if held) its sub-committees	Clerk to Governors	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Clerk to Governors	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	

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<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Attendance Management</li> <li>• Capability</li> <li>• Charging and Remissions</li> <li>• Child Protection</li> <li>• Complaints procedure</li> <li>• Disciplinary Procedures for Employees</li> <li>• Employee Grievance</li> <li>• Equality</li> <li>• Fairness and Dignity</li> <li>• Freedom of Information</li> <li>• Health and Safety</li> <li>• No Smoking</li> <li>• Pay Policy</li> <li>• Performance Management</li> <li>• Recruitment</li> <li>• Redundancy</li> <li>• Whistleblowing</li> </ul>	<p>Business Manager</p>	
<p>Student and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Admissions</li> <li>• Assessment</li> <li>• Attendance</li> <li>• Collective worship</li> <li>• Curriculum</li> <li>• Drugs Related Incidents</li> </ul>	<p>Business Manager</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Photocopying &amp; postage cost</p>

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<ul style="list-style-type: none"> <li>• Equality</li> <li>• Food and Nutrition</li> <li>• Home-school agreement</li> <li>• Homework</li> <li>• Marking</li> <li>• Rewards and Sanctions (Behaviour)</li> <li>• Sex and Relationship Education</li> <li>• Special Educational Needs</li> </ul>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security procedures</li> <li>• Records retention destruction and archive procedures</li> <li>• Data protection (including information sharing procedures)</li> </ul>	Business Manager	Photocopying & postage cost
<p>Charging regimes and policies.</p> <p>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>	Business Manager	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Business Manager	Photocopying & postage cost
Disclosure logs	Business Manager	
Asset register	Business Manager	
Any information the school is currently legally required to hold in publicly	Business Manager	

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available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
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<p><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)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Business Manager</p>	<p>Photocopying &amp; postage cost</p>
<p>Out of school clubs</p>	<p>Business Manager</p>	
<p>School publications</p>	<p>Business Manager</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Business Manager</p>	
<p>Leaflets books and newsletters</p>	<p>Business Manager</p>	

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### Contact details:

#### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 4.5p + Admin
	Photocopying/printing @ 20p per sheet (colour)	Actual cost 10p + Admin
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		Not Applicable
<b>Other</b>		
VAT	Value Added Tax	Relevant rate
Staff costs	If value of request exceeds £450	£25 per hour

\* the actual cost incurred by the public authority

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Review:

Title of Policy	Freedom of Information Policy
Adopted	September 2016
Cycle	Annual
Policy Prepared By	Mr Mark Blackman
Date of Next Review	Autumn 2017
Date:	Signed: