



**HOLMER GREEN
SENIOR SCHOOL**

**FREEDOM OF
INFORMATION POLICY**

November 2018

Introduction

As a public body, the School must abide by the terms of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document). One of the aims of the FOIA is that public authorities should be clear and proactive about the information they will make public. Of course, the School also holds information which is of a confidential and personal nature and this is not required to be published under the act, except to the individuals concerned under the auspices of the Data Protection Act.

1. Policy

The School will comply with the provision of the FOIA. To achieve this it has 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.*
- *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. The publication scheme will be made available on the School website to download and print off or, on request, be made available in paper form. The scheme is attached to this policy for ease of review.

All written requests for information should be answered within 20 school days of receipt (or 60 days including holiday time whichever is shorter). If this timescale is impractical, it may be that the effort to provide a response will exceed the cost limited provided for in the act in which case the request may be refused. However, this must be explained to the requestor within the time limit. The time limit does not include any time spent waiting for fees to be paid for disbursements (see below) as the response need not be sent until such fees have been received.

The School may make a charge for requests for information under the FOIA. Charges will only cover disbursements (eg photocopying or postage). It will not charge students or their parents or staff for requests relating to their records nor for a single paper copy of information routinely published. All requests for release of information under the FOIA not covered under the publication scheme must be in writing, either by letter or e-mail, and must indicate who is making the request, their postal address and what information they want.

The school may refuse a request on one of the following grounds:

- It would cost more than £450 to comply (allowing £25 per hour for work done in compiling the answer plus any disbursement costs).
- The request is vexatious or repeated.
- The information is exempt from disclosure under one of the exemptions in the Act.

The school also holds information which is not individual but which is not routinely published (eg budget information). The FOIA makes provision for this to be made available, but any such request should be referred to the Support Staff Director in the first instance.

Some information which the School holds may not be made public, for example personal information. Any request for such information should always be referred to the Headteacher

All staff should understand that any request for information submitted in writing is a request under the FOIA, regardless as to whether the request mentions the Act. If the information is routinely published, then the member of staff receiving a request (be it verbally or in writing from a member of the public) should either direct the person making the request to the website

or arrange for a single copy of the relevant document to be placed at reception for collection. If the request is beyond this paragraph's scope, involves any complexity or will incur cost (eg postage) then it should be referred to the Director of Finance, HR & Premises who will respond to the request in writing.

FREEDOM OF INFORMATION ACT - PUBLICATION SCHEME

This is Holmer Green Senior School's Publication Scheme on information available under the Freedom of Information Act 2000

The School's Governors are responsible for maintenance of this scheme.

1. 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 that 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.*
- *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 if available and on request, 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.

2. Aims and Objectives

Holmer Green Senior School offers every student a balanced and broad curriculum which is forward-looking, innovative and of the highest academic quality. Our staff set standards of excellence for themselves and for their students, helping each student to reach their full potential and recognising their individual needs.

Through the formal curriculum and through a planned programme of activities outside the classroom, we cultivate self-confidence, independent thinking, tolerance and a sense of responsibility in our students.

We believe that learning is enhanced by a happy, friendly and secure environment characterised by co-operation and mutual respect.

The school provides opportunities for students to develop their skills and their ideas through the arts, sport and recreation, house activities and community involvement.

In all that we do, we aim to prepare students for life in the fast-changing world of which they will become adult members, ready to play an active and positive part in the local, national and international community.

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

3. 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 three broad topic areas:

- *Governance and other information relating to the governing body* – information published in the School Profile and in other 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.

4. How to request information

Most published information is available on the School's website at www.hgss.co.uk. If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Email: **office@hgss.co.uk**

Tel: **01494 712219**

Contact Address: **Holmer Green Senior School
Parish Piece
Holmer Green
Buckinghamshire
HP15 6SP**

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.

5. 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 research, 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.

6. Classes of Information Currently Published

This information is either available from the School Website or by request from the School.

Governance and other information relating to the governing body– **this section sets out information published relating to the School Governing Body.**

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school. • The category of the school. • The name of the governing body. • The manner in which the governing body is constituted. • The term of office of each category of governor if less than 4 years. • The name of any body entitled to appoint any category of governor. • Details of any trust. • If the school has a religious character, a description of the ethos. • The date the instrument takes effect.
Minutes ¹ 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> .
Funding Agreement	Funding agreements with official bodies, such as the Department for Education
Financial Information	Audited accounts for the school are a matter of public record, available from the Charities Commissioner and Companies House. In accordance with Department for Education guidance, relevant financial information is published on the schools website.

Pupils & Curriculum Policies - **This section gives access to information about policies that relate to pupils and the school curriculum.**

Class	Description
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¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

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 and schemes of work and syllabuses currently used by the school.
Sex Education Policy	Statement of policy with regard to sex and relationship education.
Special Education 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 disabled pupils.
Equality, and Cohesion Policy	Statement of policy for promoting equality.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour for Learning Policy	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, where appropriate, inspection reports of religious education in those schools designated as having a religious character
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 times and dates of school terms and holidays
Health and Safety Policy	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 Discipline Grievance	Conduct, and	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy		Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Implementation Plan	Structure	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum and instruments	circulars, and statutory	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
Admissions policy		Statement of the schools policy on admissions.

7. 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 at the School.

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.

Website : www.informationcommissioner.gov.uk

Reviewed on 21 November 2018

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