



Freedom of Information Policy February 2024

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Contents

1. Introduction	3
2. Purpose	3
3. Classes of Information.....	3
4. The Method by which Information Published Under the Scheme will be made Available	4
5. Charges Which May be made for Information Published Under The Scheme	5
6. Written Requests	5

1. Introduction

- 1.1. The Freedom of Information Act 2000 came fully into force on 1st January 2005. It deals with access to official information and requires Chads Grove School to adopt and maintain a publication scheme, which has been approved by the Information Commissioner, and to publish information in accordance with that scheme.
- 1.2. In order to ensure that it complies with the requirements of the act, Chads Grove School uses the model publication scheme produced by the Information Commissioners Office as its' guide. This can be seen in Appendix 1.
- 1.3. The publication scheme commits Chads Grove 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' section of this document, where this information is held by the School.
- 1.4. The publication scheme commits Chads Grove School to:
 - Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications in Section 3 below
 - Specify the information which is held by the school and falls within the classifications in section 3 below
 - Proactively publish or otherwise make available as a matter of course, information in line with the statements contained within the scheme
 - 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
 - Review and update on a regular basis the information the school makes available under this scheme
 - Produce a schedule of any fees charged for access to information which is made proactively available
 - Make this publication scheme available to the public
 - 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
 - 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
(The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act)

2. Purpose

- 2.1. The purpose of this policy is to demonstrate how the school complies with the relevant requirements of the Freedom of Information Act 2000, specifically with what and how it makes available information to the public.

3. Classes of Information

- 3.1. Chads Grove is required to specify the information which it holds and which falls within the following classifications:
 - **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.

3.2. 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.

4. The Method by which Information Published Under the Scheme will be made Available

4.1. Chadsgrove School will indicate clearly to the public what information is covered by this scheme and how it can be obtained. This can be seen on the table in Appendix 1 of this document.

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

4.3. 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.

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

4.5. 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.

5. Charges Which May be made for Information Published Under The Scheme

- 5.1. The purpose of the publication scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Chadsgrove School for routinely published material will be justified, transparent and kept to a minimum.
- 5.2. Material which is published and accessed on its website will be provided free of charge.
- 5.3. Charges may be made for information subject to a charging regime specified by Parliament.
- 5.4. Charges may be made for actual disbursements incurred such as:
- Photocopying
 - Postage and packaging
 - The costs directly incurred as a result of viewing information
- 5.5. 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.
- 5.6. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information regulations 2015, where they apply or with regulations made under section 11B of the Freedom of Information Act or with other statutory powers of the public authority.
- 5.7. 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.
- 5.8. The charging Scheme can be found in the table below:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost incurred by Chadsgrove School
	Photocopying/printing @ 18p per sheet (colour)	Actual cost incurred by Chadsgrove School
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

6. Written Requests

- 6.1. Information held by Chadsgrove 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.

Appendix 1 Freedom of Information – Chadsgrove School Publication Scheme

Guide to information available from Chadsgrove School under the Model Publication Scheme

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Instrument of Government	Chadsgrove School Website	Free
School Prospectus	Chadsgrove School Website	Free
Curriculum	Chadsgrove School Website	Free
Governing Body	Chadsgrove School Website	Free
Information about and duties of the governors	Chadsgrove School Website	Free
Gender pay gap reporting	N/A – less than 250 employees	N/A
School session times and term dates	Chadsgrove School Website (Calendar) Chadsgrove School Website (Term dates)	Free
Location and contact information	Chadsgrove School Website	Free
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Expenditures	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Capital funding	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Financial audit reports	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Procurement and contracts	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Staff allowances and expenses	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Staff pay and grading structures	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Governors' allowances	On request from the clerk to the governors jp117@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Premiums or other forms of financial support available	Chadsgrove School Website (Pupil Premium) Chadsgrove School Website (Sports Premium)	Free
TU facility time reporting	On request from Worcestershire County Council dataprotection@worcestershire.gov.uk .	Disbursement charges may apply
Class 3 – What our priorities are and how we are doing		
Performance data supplied to the government	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Latest Ofsted report	Chadsgrove School Website	Free

Performance Management Information	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Future plans	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Exam and assessment results		Free
Performance tables	Performance Tables	Free
Data protection impact assessments or any other impact assessments as appropriate and relevant.	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Safeguarding and child protection	Chadsgrove School Website	Free
Class 4 – How we make decisions		
Admissions policy/decisions	School website	Free
Minutes of meetings of the governing body and its committees.	On request from the clerk to the governors jp117@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Class 5 – Our policies and procedures		
School policies and other documents	Chadsgrove School Website	Free
Records management, personal data and access to information policies	On request from Data Protection Officer c/o office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Equality and diversity	School website	Free
Safeguarding and Child Protection	Chadsgrove School Website	Free
Pay policy	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Health and safety	Chadsgrove School Website	Free
Policies and procedures for human resources and the recruitment of staff	On request from the School Business Manager office@chadsgrove.worcs.sch.uk Vacancies can be found on school website	Disbursement charges may apply Free
Careers programme information	Chadsgrove School Website	Free
Complaints procedures, including dealing with parental complaints	Chadsgrove School Website	Free
Charging regimes and policies	Chadsgrove School Website	Free
Curriculum circulars and statutory instruments	Chadsgrove School Website On request from the clerk to the governors jp117@chadsgrove.worcs.sch.uk	Free Disbursement charges may apply
Disclosure logs	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Asset register	On request from the School Business Manager office@chadsgrove.worcs.sch.uk	Disbursement charges may apply
Class 7 – The services we offer		
Extra-curricular activities	Chadsgrove School Website	Free

Out of school clubs	Chadsgrove School Website	Free
School Publications	Chadsgrove School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Play Scheme Swimming Pool (Charging, Remissions and Lettings Policy)	Free Free
Leaflets, booklets and Newsletters	Chadsgrove School Website	Free
Additional Information Information that is not itemised in the lists above	Considered, on written application, under the provisions of the Freedom of Information Act	Charges may apply