



# Freedom of Information Policy

|                       |                     |
|-----------------------|---------------------|
| Status:               | <b>STATUTORY</b>    |
| Responsible Person:   | Headteacher         |
| Responsible Governor: | Full Governing Body |
| Review date:          | July 2022           |

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## **This is Penkford School Freedom of Information Publication Scheme**

The Governing body is responsible for maintenance of this scheme, which was approved on 12<sup>th</sup> December 2013 and Reviewed July 2017.

### INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

This publication scheme commits Penkford 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 **Penkford School**

The scheme commits: **Penkford School**

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by **Penkford School** and falls within the classifications below.
- To specify the information which is held by and falls **Penkford School** 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 **Penkford 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.

### 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 authority.

**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 METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE**

Penkford 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 Penkford School, information will be provided on our 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, we 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 information subject to a charging regime specified by Parliament.

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

An individual can request any information (not necessarily the document or records that contain it) held by the Council, this gives them two rights:

- The right to be informed whether or not the Council holds the requested information;
- The right to have that information communicated to them.
- To be a valid request it must be made in writing, contain the applicants name, an address for correspondence and a description of the information required.
- Any written request for information shall be regarded as a request for recorded information unless:
- Information can be dealt with as a normal customer enquiry and therefore more sensibly under the usual customer service procedures;
- It forms a request for personal data relating to the individual requesting the information. This shall be dealt with under the Data Protection Act, and consequently shall be processed in line with the Councils Subject Access Request Procedure;
- If the person is asking for 'environmental information', the request shall be considered under the Environmental Information Regulations 2004. The Council will acknowledge all requests.

## DEALING WITH REQUESTS FOR INFORMATION

The Council through its Employees will provide advice and assistance to anyone making requests for information. Any request should be added to the FOI database so that the Council holds a record of all requests and responses. Requests for information shall be met within 20 working days of receipt. A maximum extension of a further 20 working days can be allowed in the following circumstances:

- If a Public Interest Test is being conducted and is sufficiently complex to require extra time, this can be taken in line with the Information Commissioners Office (ICO) guidance (FOI only);
- The complexity and volume of the information make it impracticable for you to comply, or decide to refuse to do so, within the 20 working days (EIR only).

Ambiguous requests shall be clarified with the requestor where it is deemed necessary to enable the identification and location of the information sought. If no clarification is received a response should be issued to any part of the request which doesn't require clarification. A request for information shall not be refused because the recorded information is out of date, incomplete or inaccurate. The Council shall not make any changes or deletions to records as a result of a request as it is criminal offence to destroy information to prevent disclosure under the FOI Act. If the Council is not able to comply with a request (in whole or in part) because it does not hold the information requested the Council will confirm that it does not hold that information.

## REFUSING A REQUEST FOR INFORMATION

The Council may consider refusing a request for information in line with the ICO guidance under the following circumstances:

- It would cost too much or take too much staff time to deal with the request;

- The request is vexatious;
- The request repeats a previous request from the same person.

The Council may consider refusing a request for information if the request meets an exemption/exception under The Act/EIR. The Council may also refuse to confirm or deny whether it holds information where this is allowed by the exemption/exception. Where any exemption/exception is to be used the Employee involved must conduct a Prejudice Test and Public Interest Test if appropriate. A written refusal notice shall be issued to the requestor if the Council either refuses to say whether it holds information at all, or confirms that information is held but refuses to release it. In the latter case the specific exemptions/exceptions must be stated and why it applies.

All refusals should include details of how to request an Internal Review of the decision made. Any request for an Internal Review will be acknowledged by The Council with a date by which it will be complete. Internal Reviews will be dealt with by the System & Information Management Officer in conjunction with a Legal Officer and opinion may be sought from the appropriate senior officer from the Department which originally dealt with the request. A response will be sent as soon as possible, but should be issued no later than 20 working days (40 working days for EIR requests) after its receipt. If the requester is still not satisfied after the Internal Review they should be advised to contact the ICO.

#### CONTACT DETAILS

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below **or you can visit our website at : [www.penkford.st-helens.sch.uk](http://www.penkford.st-helens.sch.uk)**

Email: **Penkford@sthelens.org.uk**

Tel: **01744 678745**

Fax: **01744 678748**

Contact Address: **Wharf Road, Newton Le Willows, WA12 9XZ**

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.

**Note:** This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

**Note:** This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document “How to complete the Guide to Information for Schools”.

| <b>Information to be published.</b><br><b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>              | <b>How the information can be obtained</b> | <b>Cost</b>      |
|---|--|------------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | (hard copy and/or website)                 |                  |
| Who’s who in the school   | Website/Hard Copy by request               | Nil/ Actual cost |
| Who’s who on the governing body / board of governors and the basis of their appointment   | Website/Hard Copy by request               | Nil/ Actual cost |
| Instrument of Government / Articles of Association  | Hard copy by request                       | Actual cost      |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).  | Website/Hard Copy by request               | Nil/ Actual cost |
| School prospectus (if any)  | Website/Hard Copy by request               | Nil/ Actual cost |
| Annual Report (if any)  |  |                  |
| Staffing structure  | Available by Inspection                    | Nil              |
| School session times and term dates   | Website/Hard Copy by request               | Nil/ Actual cost |
| Address of school and contact details, including email address.   |  |                  |

| Information to be published.<br>This includes datasets where applicable – please see “How to complete the Guide to Information”.  | How the information can be obtained | Cost            |
|---|-------------------------------------|-----------------|
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | (hard copy and/or website)          |                 |
| Annual budget plan and financial statements   | Hard copy by request                | Actual cost     |
| Capital funding   | Hard copy by request                | Actual cost     |
| Financial audit reports   | Hard copy by request                | Actual cost     |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.   | Available by inspection             | Nil             |
| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).                            |                                     |                 |
| Pay policy  | Hard copy by request                | Actual cost     |
| Staffing, pay and grading structure   | Available by inspection             | Nil             |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.   | Hard copy by request                | Actual cost     |
| Pupil Premium Income and Expenditure  | Website / hard copy by request      | Nil/Actual cost |



| Information to be published.<br>This includes datasets where applicable – please see “How to complete the Guide to Information”.  | How the information can be obtained   | Cost  |
|---|---|---|
| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>  | (hard copy or website)  |   |
| <p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul> | <p>Department for Education website</p> <p>School website/ hard copy by request</p> <p>School website/ hard copy by request</p> | <p>Nil/ actual cost</p> <p>Nil/ actual cost</p> <p>Nil/ actual cost</p> |
| Performance management policy and procedures adopted by the governing body.   | Hard copy by request  | Actual cost   |
| The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status  | Hard copy by request  | Actual cost   |
| Safeguarding and child protection   | Website/Hard copy by request  | Nil/ hard copy on request   |
| <p><b>Class 4 – How we make decisions</b><br/>(Decision making processes and records of decisions)</p>  | (hard copy or website)  |   |



| <b>Information to be published.</b><br><b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>   | <b>How the information can be obtained</b>                                   | <b>Cost</b>       |
|--|--|-------------------|
| <ul style="list-style-type: none"> <li>• Staffing structure implementation plan</li> <li>• Staff recruitment policy</li> <li>• Single Equality Policy</li> </ul>   |  |                   |
| Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul> | Hard copy by request   | Nil / Actual cost |
| Charging regimes and policies.   | Hard copy by request   | Nil/Actual cost   |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only (this does not include the attendance register).   | (hard copy or website; some information may only be available by inspection) |                   |
| Curriculum circulars and statutory instruments   | DFE website /Hard copy on request  | Nil               |
| Disclosure logs  | Available by Inspection  | Nil               |
| Asset register   | Available by Inspection  | Nil               |
| Any information the school is currently legally required to hold in publicly available registers<br>(THIS DOES NOT INCLUDE THE ATTENDNACE REGISTER )   | Available by Inspection<br>Available by Inspection                           | Nil<br>Nil        |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only   | (hard copy or website; some information may only be available by inspection) |                   |

| <b>Information to be published.<br/>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>       | <b>How the information can be obtained</b> | <b>Cost</b>      |
|--|--|------------------|
| Extra-curricular activities  | Website / Hard copy by request             | Nil/ actual cost |
| Out of school clubs  | Website / Hard copy by request             | Nil/ actual cost |
| Services for which the school is entitled to recover a fee, together with those fees   | Website / Hard copy by request             | Nil/ actual cost |
| School publications, leaflets, books and newsletters   | Website / Hard copy by request             | Nil/ actual cost |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above |  |                  |

#### 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 @ 3p per sheet (black & white) | Actual cost  |
|                          | Photocopying/printing @ 6p per sheet (colour)        | Actual cost  |
|                          | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation              |
| <b>Other</b>             |  |  |

\* the actual cost incurred by the public authority

### FEES AND CHARGING

Charges will not be made for Employees time in sourcing information under The Act, if the estimated cost to do this is less than £450, (this equates to 18 hours of Employee time at £25 per hour). If the estimated cost to source the information under The Act is over £450, the Council is not obliged to comply with the request. Written notification should be sent to the applicant confirming the charge to meet the request in full. The option of providing part of the information, at a cost below the £450 threshold, should be offered and assistance provided to the applicant in making their decision as to how to progress.

Under EIR the Council are permitted to make a charge for the costs of staff time spent on answering individual requests for information and a proportion of overhead costs which are attributable to the supply of the information. The Council can also make reasonable charges in respect of disbursement costs (copying, printing, translation, postage etc.), to reflect the costs incurred in meeting any request.