
 Woodford County High School for Girls SCHOOL POLICY Freedom of Information Policy	Effective Date	23 May 2019
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1. Introduction

- 1.1 Woodford County High School is committed to transparency and improving accountability and fully supports the aims of the Freedom of Information Act 2000.
- 1.2 The Freedom of Information Act 2000 (The Act) came into force on 1st January 2005.
- 1.3 The Act provides public access to information held by public authorities and requires them to publish certain information about their activities.
- 1.4 It does this in two ways:
 - 1.4.1 Public Authorities are obliged to publish certain information about their activities; and
 - 1.4.2 Members of the public are entitled to request information from public authorities.
- 1.5 The Freedom of Information Act may work alongside other laws. These include:
 - 1.5.1 Environmental Information Regulations 2004
 - 1.5.2 Data Protection Act 2018


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- 1.5.3 Infrastructure for Spatial Information in the European Community Regulations 2009
- 1.5.4 Access to Health Records Act 1990
- 1.5.5 Local Government Acts
- 1.5.6 Education (Pupil Information) Regulations
- 1.6 The Act covers recorded information that is held, which may include printed documents, computer files, letters, emails, photographs and sound or video recordings. It does not include personal data (information regarding the individual making the request or another person) as this is covered by the Data Protection Act 2018.
- 1.7 Anyone can request information by writing to the School (letter or email or online form) and it will be provided to them in a suitable format (subject to any exemptions that may be applied). There is no formal application procedure.
- 1.8 Where the information is a dataset, it should be provided in a format which is suitable for re-use (i.e. CSV file).

2. Our Policy

Woodford County High School will comply with the Act in the following way:

- 2.1 The school will maintain a publication scheme, detailing the information that is routinely made available to the public, using the model provided by the Information Commissioner's office. The publication scheme is available on the Schools website.
- 2.2 The School will ensure that systems and procedures are in place to meet all the duties set out in the Act.
- 2.3 The Act covers all written requests for information received by the School (including emails and faxes). However, where a request is deemed to be an "ordinary" request, (usually where the information is readily available, e.g. the provision of a list of subjects taught by the school), this information will be provided and not logged as a Freedom of Information request.
- 2.4 Where a request asks for additional information, and is more complex in nature, this will be treated as a formal Freedom of Information request and will be logged and handled under Freedom of Information procedures.

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- 2.5 Detailed guidance on Freedom of Information is published by the Information Commissioner's Office (ICO) and is used as the basis of the School's policy and procedures. A copy of the latest version of the Guide to Freedom of Information can be found on the Information Commissioner's website. The School will handle all requests for information in line with the latest guidance issued by the Information Commissioner's office.
- 2.6 This means that we will:
- 2.6.1 Acknowledge receipt of your request promptly.
 - 2.6.2 Identify, collect and provide the information you have requested as soon as possible and no later than 20 working days after receipt of your request. If we do not hold the information, we will tell you.
 - 2.6.3 Tell you if the request will incur a fee
 - 2.6.4 Inform you of the reasons for refusing a request within 20 working days.
 - 2.6.5 Where we cannot provide a complete response, we will provide you with the information that we have – partial response.
 - 2.6.6 Where the request is very broad we will contact you to ask for a more specific request
 - 2.6.7 Keep you informed if there is a delay.
 - 2.6.8 Undertake a review of your request if you are dissatisfied with the response or the way your request was handled.
- 2.7 All staff will be made aware of their responsibilities under the Act and training will be provided where needed.

3. Copyright

The Act does not affect copyright and intellectual property rights that give owners the right to protect their original work against commercial exploitation by others.

When giving access to information under the Act, conditions and restrictions cannot be placed on that access. However, a copyright notice can be included with the information disclosed, and a claim can be made in the courts if the requester or someone else uses the information in breach of copyright.

The ICO encourages public authorities to use the open government licence provided by the National Archives.

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The Controller of Her Majesty's Stationery Office (HMSO) has developed this licence as a tool to enable Information Providers in the public sector to license the use and re-use of their Information under a common open licence. The Controller invites public sector bodies owning their own copyright and database rights to permit the use of their Information under this licence.

4. Who can apply


4.1 Anyone can make a request for information under the Freedom of Information (FOI) Act or Environmental Information Regulations (EIR) – they do not have to be UK citizens, or resident in the UK. Freedom of Information requests (FOI) and Environmental Information Regulations (EIR) requests can also be made by organisations (i.e. newspapers, charities, campaign group or company). Employees of a public authority can also make a request.

4.2 When a request is received, it is the School's responsibility to identify that a request has been made and handle it accordingly, under the correct legislation (see paragraph 1 above)

5. How can a request be made?

5.1 The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. It is not limited to "official documents". Recorded information includes:

- drafts;
- printed documents;
- computer files;
- letters;
- emails;
- photographs;
- sound, telephone or video recordings

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5.2 The Act does not cover information that is in someone's head, only that which is already available in a recorded form. Therefore, the School is not required to create new information or question staff who may know the answer.

5.3 Public authorities include government departments, local authorities, the NHS, state schools and police forces.

5.4 The Act covers information that is held on behalf of a public authority even if it is not kept on the authorities' premises, for example, when public services are subcontracted to an external organisation.

5.5 The Act does not give people access to their own personal data (information about themselves). If a member of the public wants to see information that a public authority holds about them, it will be handled as a subject access request under the Data Protection Act 2018 (DPA).


6. Active Publication of information

6.1 All public authorities are required to have a publication scheme detailing the information that is routinely made available to the public, and the Information Commissioner's Office has provided a model which must be used.

6.2 The guidance is not definitive – public authorities are expected to provide as much information as possible on a routine basis.


7. Handling Freedom of Information / Environmental Information Requests

7.1 The School has up to 20 working days to respond to a Freedom of Information Request, and the Information Commissioner's Office expects that a minimum of 85%

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of requests should be answered within this time - frame. However, it is considered good practice to respond to requests as soon as possible, and the School strives to achieve a 100% response rate within the timeframe.

- 7.2 If an applicant asks for an internal review because they are unhappy with the outcome of their request, this must be undertaken by a senior officer in the School Department who was not previously involved with the request.
- 7.3 Copies of information collected for responses to Freedom of Information requests should be kept for three complete calendar years and then disposed of in accordance with the document retention schedule. Unless there is a legal/statutory reason for keeping them as hard copies, they should be kept as electronic files.


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8. Appendix A - Guide to information available from Woodford County High School under the model publication scheme


Information to be published.	How the information can be obtained	Cost
This includes datasets where applicable – please see “How to complete the Guide to Information”.		
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Website:About us	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website:About us	Free
Instrument of Government / Articles of Association	Website:About us	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website:Contact us	Free

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School prospectus (if any)	None – the website serves as our prospectus	
Annual Report (if any)	None	
Staffing structure	Website:About us	Free
School session times and term dates	Website:About us	Free
Address of school and contact details, including email address.	Website:Contact us	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(Hard copy and/or website)	
Annual budget plan and financial statements	Inspection only – contact School Business Manager	Charges below
Capital funding	Inspection only – contact School Business Manager	Charges below

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Financial audit reports	Inspection only – contact School Business Manager	Charges below
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Inspection only – contact School Business Manager	Charges below
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).	Inspection only – contact School Business Manager	Charges below
Pay policy	Available from School Business Manager	Charges below
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Available from School Business Manager	Charges below
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Available from School Business Manager	Charges below
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available from School Business Manager	Charges below

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile (if any) And in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 	DfE website school performance tables www.education.gov.uk/schools/performance School website and Ofsted website Available from School Business Manager	Free Free Charges below
Performance management policy and procedures adopted by the governing body.	Available from School Business Manager	Charges below

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Performance data or a direct link to it	DfE performance tables linked from Woodford website	Charges below
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Available from School Business Manager	Charges below
Safeguarding and child protection	Website:About us	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	LBR Website http://www2.redbridge.gov.uk/cms/children_and_schools/school_support_information/applications_and_admissions/secondary_school_applications.aspx	Free

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Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Available from clerk to the Governors	Charges below
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	Website:About us	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Available from School Business Manager Website:About us	Charges below Free

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Charging regimes and policies. 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	Website:About us	Free
Class 6 – Lists and Registers 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	Website: Teaching and learning	Free
Disclosure logs -No Disclosure log maintained		
Asset register	Available from School Business Manager	Charges below
Any information the school is currently legally required to hold in publicly available registers	Available from School Business Manager	Charges below

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Class 7 – 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 or website; some information may only be available by inspection)	
Extra-curricular activities	Website: Teaching and learning	Free
Out of school clubs	Website: Teaching and learning	Free
Services for which the school is entitled to recover a fee, together with those fees	Website: About us	Free
School publications, leaflets, books and newsletters	Website: News and events	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 1p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	If applicable	In accordance with the relevant legislation (quote the actual statute)
Other		