

# Freedom of Information Act 2000 Policy

<b>Implementation Date</b>	1 <sup>st</sup> July 2012	<b>Next Formal Review</b>	1 <sup>st</sup> Sept 2014
<b>Last Review Date</b>	1 <sup>st</sup> Sept 2013	<b>Review Frequency</b>	Annually
<b>Author</b>	Executive Board		
<b>Reviewer</b>	Louise White		
<b>Related Policies and Procedures</b>			

## 1. Introduction

Discovery Schools Academies Trust is committed to the Freedom of Information Act 2000 (FOIA) and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests.

## 2. Background

The FOIA gives the public the right of access to information held by public authorities and requires public authorities to make this information available. The intention of the Act is to increase visibility into the work of public bodies, to ensure that policymaking processes are fair, democratic and open.

Academies, by virtue of the Academies Act 2010, are subject to the FOIA. Under the Act, any person has a legal right to ask for access to information held by a school or Trust. They are entitled to be told whether the school or Trust holds the information, and to receive a copy, subject to certain exemptions.

The information which the school or trust routinely makes available to the public is included in the Publication Scheme. Requests for other information will be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive so there are exemptions to protect this information.

The FOIA requires all public authorities to produce a publication scheme that specifies the classes of information which the public authority publishes or intends to publish. To comply with the FOIA, the publication scheme sets out:

- *The classes of information which we publish or intend to publish;*
- *How you can access the information; and*
- *Whether the information is available free of charge or on payment.*

In May 2008 the Information Commissioners Office (ICO) issued guidance on new model publication schemes, which public authorities were being encouraged to adopt from 1 January 2009.

#### **4. Obligations and Duties**

Discovery Schools Academies Trust recognises its duty to

- Provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information, and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.
- Tell enquirers whether or not we hold the information they are requesting, and provide access to the information we hold in accordance with the procedures laid down

#### **5. Publication Scheme**

Discovery Schools Academies Trust has adopted the Model Publication Scheme for Schools approved by the Information Commissioner. (Appendix 1)

The Publication Scheme and the materials it covers will be readily available from the School office. It will also be published on our website [www.discoveryschoolstrust.org.uk](http://www.discoveryschoolstrust.org.uk)

The Executive Board delegates the routine management of this publication to the headteacher of each school to ensure that all relevant information maintained is current and publications not specifically mentioned are included where appropriate within the spirit of the act.

The Act is fully retrospective, so that any past records which the school holds are covered by the Act. It is an offence to wilfully conceal damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

#### **6. Charging**

We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

The Governing body agrees that Discovery Schools Academies Trust may respond to most requests free of charge. Where significant costs are to be incurred The Governing Body reserves the right to charge a fee for complying with requests for information under FOIA. The fees will be calculated according to FOIA regulations, and the person notified of the charge before information is supplied.

#### **7. Responsibilities**

Executive Board delegates the day-to-day responsibility for compliance with the FOIA to the Headteacher.

#### **8. Complaints**

Any comments or complaints will be dealt with through the school's normal complaints procedure. If on investigation the school's original decision is upheld, the complainant will be informed of their right to appeal to the Information Commissioner's office.

Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution

**Information Commissioner's Office**  
Wycliffe House

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF4

# Appendix 1

## Discovery Schools Academies Trust Publication Scheme

### 1. Aims and Objectives

The trust aims to:

enable every child to fulfil their learning potential, with education that meets the needs of each child, help every child develop the skills, knowledge and personal qualities needed for life and work.

### 2. 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 four broad topic areas: <b>School Prospectus</b>	Information published in the school prospectus.
<b>Governors' Documents</b>	Information published in the <i>Governors or Trust Annual Report</i> and in other governing body documents.
<b>Pupils &amp; Curriculum</b>	Information about policies that relate to pupils and each school's curriculum.
<b>School Policies and other information related to the school</b>	Information about policies that relate to the school in general.

### 3. How to request information

In the first instance please refer to the trust website [www.discoveryschoolstrust.org.uk](http://www.discoveryschoolstrust.org.uk) if you have difficulty locating the information; please contact your school by telephone, email, fax or letter.

Contact details are set out below.

Kibworth CE Primary School Hillcrest Avenue, Kibworth Beauchamp Leicestershire LE8 0NH 0116 2792485 office@kibprimary.leicsvle.com	Parkland Primary St Thomas's Road South Wigston Leicester LE18 4TA 0116 2782142 admin@parklandprimary.co.uk	

To help us process your request efficiently, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for is not routinely available, you can still contact the school to ask if we are able to provide it.

## 5. Classes of Information Currently Published

School Prospectus - this section sets out information published in the school prospectus. <b>Class</b>	Description
<b>School Prospectus</b>	<ul style="list-style-type: none"> <li>• The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</li> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the headteacher and chair of governors</li> <li>• information on the school policy on admissions a statement of the school's ethos and values</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship</li> <li>• the alternative provision for those pupils information about the school's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures the arrangements for visits to the school by prospective parents</li> </ul>

**Governors' Annual Report and other information relating to the governing body-** this section sets out information published in the *Governors' Annual Report* and in other governing body documents.

<b>Class</b>	<b>Description</b>
<b>Governors' Annual Report</b>	Replaced by School Profile - New recommendations
<b>Instrument of Government for local Governing Bodies and The Discovery Schools Trust</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of anybody entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Public Minutes of meetings of the trust and local governing body and its committees</b>	Agreed minutes of meetings of the trust/governing body and its committees [current and last full academic school year] N.B Minutes dealing with confidential issues for example child protection or personal staff issues where individuals can be identified are exempt.

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

<b>Class</b>	<b>Description</b>
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.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher 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.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is 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 and dates of school terms and holidays
Health and Safety Policy and risk assessment	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 Headteacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or governing body relating to the curriculum