



HALL GREEN SCHOOL

FREEDOM OF INFORMATION POLICY

Adopted:	October 2017
Next Review:	January 2021
Governing Committee:	Finance and General Purposes
Responsibility:	Headteacher Senior Management Team

1. Introduction

- 1.1 This policy covers requests for information under the Freedom of Information Act 2000 (“FOIA”). It also covers enquiries relating to matters under the Environmental Information Regulations 2004 (“EIR”), namely enquiries about air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these.
- 1.2 This policy does not cover enquiries or subject access requests under the Data Protection Act 2018 or the General Data Protection Regulation i.e. where the enquirer asks to see what personal information Hall Green School holds about them. These enquiries will be dealt with under the Data Protection Policy which can be found on the School website.

2. Responsibilities of the Hall Green School

Hall Green School understands its responsibilities in relation to FOIA and is committed to applying them. This policy is designed to set out the ways that persons can access their rights to information.

3. Publication Scheme

Hall Green School has adopted the Information Commissioners’ Office model publication scheme – please see appendix A.

4. Right of Access

- 4.1 Any person can make a freedom of information request for information that the Hall Green School holds. The request must be in writing (which can include email) and state the requestor’s name and correspondence address (including email address). It should clearly describe the information being requested with enough detail to enable us to identify and locate the information.
- 4.2 Please help us to provide your information as quickly as possible by sending the request to Mrs P Elliott, PA to the Headteacher.

Contact Details:

Tel: 0121 628 8787

Fax: 0121 702 2182

Email: enquiry@hallgreen.bham.sch.uk

Contact Address:

Hall Green School

Southam Road

Hall Green

Birmingham

B28 0AA

To help us process your request quickly, please clearly mark any correspondence “FREEDOM OF INFORMATION REQUEST” (in CAPITALS please).

- 4.3 A response will be provided as soon as possible but in any event within 20 school days (or 60 working days, if shorter).

4.4 Where the original request is not clear and we are required to seek further clarity from you, the time for responding to your request will cease until we receive a further response from you. In the event that we do not receive a further response or the clarification requested within 2 months of our request for clarification we will assume you no longer wish to pursue your enquiry and close the matter down.

5. Exemptions

5.1 Requested information may not be provided if one of the following applies:

- The Hall Green School does not hold the information;
- There is a relevant exemption available; or
- The request is above the cost limit (being £450 or 18 hours of a staff member's time).
- The request is considered vexatious or repeated.

5.2 The exemptions that may be relevant depend on the request that has been made, but common exemptions include data protection, prejudice to the effective conduct of public affairs and information intended for future publication. There are other exemptions that may also be relevant.

5.3 We will inform you if one or more of these apply in any decision notice. Where the cost limit applies, we will explain how to refine the request to bring it within the cost limit and why the costs limit has been exceeded.

6. Internal Review

6.1 Where a requester is not happy with the response to a freedom of information request that has been made, they will be entitled to ask for an internal review of the decision. The internal review must be requested within two months of the decision notice being sent. The internal review will usually be dealt with by someone more senior than the member of staff that provided the initial response. A requester will in most cases receive the outcome of the internal review within 20 school days.

6.2 If a requester is still not happy with the response following an internal review, they can complain to the Information Commissioner.

Appendix A

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

The governing body is 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 (FOIA) 2000 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; and
- 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 either available for you on our website to download and print off or available 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

The school 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.

and 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 5 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in 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. 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 5. If your request means that we have to do a lot of 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. Where there is a charge this will be indicated by a £ sign in the description box.

5. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class School Prospectus	Description
	<p>The statutory contents of the school prospectus are as follow, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • the names of the headteacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parent's right to withdraw their child from religious education and collective worship and the alternative provision or those pupils • information about the school's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupils' authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the school, locally and nationally • the number of pupils studying for and percentage achieving other vocational qualifications • the destinations of school leavers¹ • the arrangements for visits to the school by prospective parents • the number of written applications/preferences expressed for those places.

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

Information relating to the governing body – this section sets out information published in governing body documents.

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 anybody 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.
Minutes¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees (current and last full academic school year).

Pupils and Curriculum Policies – this section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
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 and Relationships Policy (SRE)	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.
Race Equality Policy	Statement of policy for promoting race equality.
CEIAG Policy	Statement of the programmes of careers education provided.
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school (from March 2004).
Positive Behaviour 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 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.
Staff Appraisal Documents	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 head teacher or governing body relating to the curriculum.
Annex A – Other Documents	Annex A provides a list of other documents that are held by the school and are available on request.

6. 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.

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: 0303 123 1113 or 01625 545 745

Email: casework@ico.org.uk

Website: <https://ico.org.uk/>

Hall Green School
Freedom of Information Publication Scheme
Annex A – Further documents held by the school

Name of Document	Description
Accessibility	Guidance on accessibility for disabled pupils in school
Admissions Policy	States the current school admissions criteria and policy.
Anti-Bullying	Outlines an effective plan for the school to monitor and eradicate bullying
Assessment	Outlines assessment for learning strategies to use results of analysis and evaluation to adapt teaching and learning to raise pupils' achievement
CCTV	Information about the schools use of closed circuit television
E-Safety	Statement of procedures to ensure the safety for responsible online use for staff and pupils
Guidelines for Pupil Users of the School Network	Statement of procedures to ensure the online safety for all pupils accessing the school network
Homework	Details of homework activities given to pupils by their teachers to complete outside of usual lessons
ICT Acceptable Use Policy	Outlines acceptable use of the ICT facilities provided by the school.
Intimate Care	Information given regarding the care of our pupils in conjunction with the safeguarding policy
Literacy	Information outlined for pupils and parents about literacy taught in school
Looked After Children	Statement of policy regarding looked after children in school
Medicines in School	Statement of procedures regarding medicines in school
No Platform	Information given to ensure balance of freedom of speech is used correctly
Pupil Premium	Information about ring fenced funding
Screen, Search and Confiscation	Statement of information regarding the schools obligations under Health and Safety legislation for unnecessary risks for staff and pupils
Snow and Ice	Outlines procedures and guidance on severe weather conditions
Trips and Visits	Outlines the procedures to be followed when planning, preparing and taking pupils on educational visits.
Whistleblowing Code	Outlines the procedures to report wrong doings for all staff, governors etc.