



## **NEWENT COMMUNITY SCHOOL AND SIXTH FORM CENTRE**

### **FREEDOM OF INFORMATION POLICY**

**Governor Group Assigned: FULL GOVERNING BOARD**

**Type of Policy: STATUTORY**

**Date approved: MAY 2022**

**Date for review: MAY 2023**

**SLT Author: AP**

# Freedom of information policy

The governing body of Newent Community School and Sixth Form Centre is committed to openness and transparency and this policy sets out the procedures and obligations on the Newent Community School and Sixth Form Centre when an FOI request is received.

The Freedom of Information Act ('the Act') allows anyone to request information without giving a reason. The request must though state the name and address (which can include an email address) of the person as well as what information they are seeking. When a request is received this will be considered and the information, if held, will be provided unless one of the exemptions in the Act applies.

Dependent on the information requested it may be that the request will be responded to under the Environmental Information Regulations 2014 ('EIR') rather than the FOI Act. This would usually be the case where the enquiry is about matters concerning the elements such as air, water, land, natural sites, built environment, flora and fauna, and health or any decisions or activities affecting any of these.

## 1. Making requests

Requests for information under the Act should be made in writing and be clear and addressed to The Data Protection Officer at [businessmanager@newent.gloucs.sch.uk](mailto:businessmanager@newent.gloucs.sch.uk) or Watery Lane, Newent, Gloucestershire GL18 1QF.

Where the request is not clear we will write to you seeking further clarity.

Where a request is for environmental information which can be released under the EIR, this request can be made verbally. We would request however that any request is made in writing as above to ensure the request is clear and responded to in a timely manner.

## 2. Time period for compliance

Any request made to Newent Community School and Sixth Form Centre will be complied with in accordance with the time limits in the Act. For schools, this is 20 school days (i.e. not including weekends, holidays or school closure days) or 60 working days if this is shorter. Where further clarity is sought, the time for responding to your request will cease until we receive a response from you. If a response is not received within 2 months of the request for clarification, we will close the matter and not respond further on the basis that you no longer require the information.

Where information is to be provided under the EIR this will be provided within 20 working days.

## 2. Exemptions

Whenever a request for information is received it will be reviewed with consideration as to whether we hold the information and whether one of the exemptions set out in the Act (or EIR Regulations) applies. Common exemptions include the data protection of others, confidentiality, the request going beyond the costs limit and prejudice being caused to the effective conduct of public affairs. There are other exemptions that may also be relevant.

Where an exemption is being relied on to prevent disclosure of information, we would inform you that this is the case in our refusal notice.

## 4. Publication scheme

The School has adopted the Information Commissioners' model publication scheme. To sit alongside this, Newent Community School and Sixth Form Centre has a guide to information document (appendix A) which

sets out what information *the* School will make available and how it can be accessed. This Guide can be accessed via the School's website – [www.newent.gloucs.sch.uk](http://www.newent.gloucs.sch.uk).

## **5. Complaints/Internal review**

Anyone who has made an FOI request to Newent Community School and Sixth Form Centre and who is not happy with the response that has been received can have an internal review of how their request has been handled. This will be generally carried out by a senior member of staff who was not involved in the initial request response.

If a requester wishes to have an internal review of an FOI request, this should be requested within two months of the initial decision being communicated. Once an internal review request is received, we aim to conclude the review and communicate the outcome of this within 20 school days.

If a requester wishes to have an internal review of an EIR request, this should be requested in writing within 40 working days of any breach of a requirement under the EIR. Once an internal review request is received, we will aim to conclude the review and communicate the outcome of this within 20 working days.

Following an internal review, if the requester is still not happy with the response, they have the right to complain to the Information Commissioner's Office.

## **6. Review of this policy**

This document will be reviewed annually by SLT and Governors.

## Appendix A. Guide to accessing information

This guide sets out what information Newent Community School and Sixth Form Centre will provide under the ICO's model publication scheme. Not all the information listed below will be routinely provided and any request for information would be considered individually and may not be provided if it is not held by the school, is easily available elsewhere or where there is an applicable exemption available.

Information to be published	Cost/Charge	How the information can be obtained
<b>Section 1 - Who we are and what we do</b>  <i>Organisational information, structures, locations and contacts. This will be current information only.</i>		
Details of the staff team of the school	Free	Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
Who's who on the board of trustees and the basis of their appointment	Free	Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
Articles of Association	Free	Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
Contact details for the Principal and for the governing body, via the Clerk to the Governors	Free	Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
School prospectus	Free	Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
Annual Report	Free	Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
<i>School</i> staffing structure	Free	Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
School session times and term dates	Free	Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
Address of school and contact details, including email address.	Free	Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>

<p><b>Section 2 – What we spend and how we spend it</b></p> <p><i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.</i></p>		
<p>Annual budget plan including details of income provided to the School and where this is from (ie central or local government, fundraising or private sector)</p>	<p><i>10p per sheet for hard copies</i></p>	<p>Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a></p>
<p>Information on major capital spend</p>	<p><i>10p per sheet for hard copies</i></p>	<p>Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a></p>
<p>Financial audit reports / Annual accounts</p>	<p>Free</p>	<p>Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p>
<p>Details of expenditure items over £5000, including costs and supplier – published at least annually.</p>	<p><i>10p per sheet for hard copies</i></p>	<p>Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a></p>
<p>Details of procedures used for the purchase of goods and services and details of contracts that have gone through a tendering process.</p>	<p><i>10p per sheet for hard copies</i></p>	<p>Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a></p>
<p>School Pay policy</p>	<p>Free</p>	<p>Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p>
<p>Staff allowances and expenses – ie travel, subsistence and accommodation - 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.</p>	<p><i>10p per sheet for hard copies</i></p>	<p>Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a></p>
<p>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.</p>	<p><i>10p per sheet for hard copies</i></p>	<p>Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a></p>
<p>Governors’ allowances that can be incurred or claimed, and a record of total payments made.</p>	<p><i>10p per sheet for hard copies</i></p>	<p>Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a></p>

<p><b>Section 3 – What our priorities are and how we are doing</b></p> <p><i>Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.</i></p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• The latest Ofsted inspection report</li> <li>• Post-inspection action plan</li> </ul>	<p>Free</p> <p>Free</p>	<p>Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p> <p>Website — <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p><i>10p per sheet for hard copies</i></p>	<p>Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a></p>
<p>Performance data or a direct link to it.</p>	<p>Free</p>	<p>This can be obtained on the DfE’s Performance Tables website – <a href="https://www.gov.uk/government/collections/find-and-compare-schools-in-england">Find and compare schools in England - GOV.UK (www.gov.uk)</a></p>
<p>The School’s plans; for example, proposals for and any consultation on the future of the school, such as a change in status.</p>	<p>Free</p>	<p>Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p>
<p>Safeguarding and child protection policy/procedures.</p>	<p>Free</p>	<p>Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p>
<p><b>Section 4 – How we make decisions</b></p> <p><i>Current and previous three years as a minimum.</i></p>		
<p>Admissions policy/procedures and any right to appeal</p>	<p>Free</p>	<p>Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p>

Agendas and minutes of meetings of the <i>Governing body</i> and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Free	Website - <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
Any conflicts register for the <i>governing body</i> that sets out what conflicts have been declared.	Free	Website - <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
<b>Section 5 – Our policies and procedures</b>  <i>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.</i>		
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>	Free	Website - <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
Charging regimes and policies for datasets and information.	Free	Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a>
<b>Section 6 – Lists and Registers</b>  <i>Currently maintained lists and registers only (this does not include the attendance register).</i>		
Freedom of Information Disclosure logs	<i>10p per sheet for hard copies</i>	Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a>
Asset register	<i>10p per sheet for hard copies</i>	Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a>
Any information the school is currently legally required to hold in publicly available registers (eg lists of directors in the case of academies)	<i>10p per sheet for hard copies</i>	Via email from the Data Protection Officer using <a href="mailto:businessmanager@newent.gloucs.sch.uk">businessmanager@newent.gloucs.sch.uk</a>

<p><b>Section 7 – The services we offer</b></p> <p><i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.</i></p>		
<p>Information on extra-curricular activities</p>	<p>Free</p>	<p>Website - <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p>
<p>Information on out of school clubs</p>	<p>Free</p>	<p>Website - <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p>
<p>Charging and remissions policy</p>	<p>Free</p>	<p>Website – <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p>
<p>School publications, leaflets, books and newsletters</p>	<p>Free</p>	<p>Website - <a href="http://www.newent.gloucs.sch.uk">www.newent.gloucs.sch.uk</a></p>