



FREEDOM OF INFORMATION POLICY

Last Review:	Jul 2019
Committee:	CC
Date Ratified:	03/07/2019
Next Review:	Jul 2021

The Academy Trust is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

- 1.1 One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.
- 1.2 Some information which we hold may not be made public, for example personal information.
- 1.3 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

3. Classes of available information

- 3.1 The Appendix is a guide to the information available, how it can be obtained and if there is a charge. The classes of information will generally not 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. This includes information protected by GDPR.
 - 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.

4. How to request information

- 4.1 If you require a paper version of any of the documents within the scheme, please contact the school in writing. Contact details are set out below.

Email: enquiries@oldfieldschool.com marked for the attention of the Headteacher

Fax: 01225 464986

Contact Address: Oldfield School, Kelston Road, Bath, BA1 9AB

- 4.2 To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)
- 4.3 If the information you’re looking for isn’t available via the scheme, you can still contact the school to ask if we have it.

5. Paying for information

- 5.1 Single copies of information covered by this publication are usually provided free unless stated otherwise in the appendix. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request. Where there might be a charge this will be indicated by a £ sign in the description box.

6. Feedback and Complaints

- 6.1 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. The complaint will be handled using the school’s complaints procedure
- 6.2 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:

Enquiry/Information Line: 0303 123 1113

Website: www.ico.org.uk

7. This policy should be read in conjunction with the GDPR Policy

Appendix

Guide to information available from Oldfield School under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do		
Academy Funding Agreement	on school website	£
School staff and structure – names of key personnel	on school website	
Governing Body – names and contact details of the governors and the basis of their appointment	on school website	
School session times, term dates and holidays	on school website	
Location and contact information – address, telephone number and website	on school website	
Contact details for the Headteacher and the Governing Body	on school website	
School Prospectus	on school website	£
School session times and term dates	on school website	
GCSE results – a link to the data on the Department for Education’s website	on school website	
What we spend and how we spend it		
Financial information	via Finance, Facilities and HR Manager / school website	£
Annual budget plan and financial statements	via Finance, Facilities and HR Manager / school website	£
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	via Finance, Facilities and HR Manager / school website	£
Additional funding – Income generation schemes and other sources of funding	via Finance, Facilities and HR Manager	
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	via Finance, Facilities and HR Manager	£
Staffing structure	in the Pay Policy – request via Headteacher	£
Pay policy	request via Headteacher	£
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred	via Clerk to Governing Body	

What our priorities are and how we are doing		
School Improvement Plan	request via Headteacher	£
OFSTED report	school website/ Ofsted	£
Appraisal and Capability policy	request via Headteacher	
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	on school website	
How we make decisions		
Admissions policy	on school website	
Governing Body meeting agendas, papers and minutes (information that is properly considered to be private is excluded)	on school website	£
Our policies and procedures		£
Most policies are on the school website, others can be requested via the Headteacher		
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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	on school website	£
Lists and Registers		
Currently maintained lists and registers only)	£
Statutory instruments)	£
FOI Disclosure Logs) via Headteacher	
Asset register)	£
Any information the Academy is currently legally required in publicly available registers))	£
The services we offer		
Extra-curricular activities	on school website	
School publications	on school website	£
Services for which the Academy is entitled to recover a fee, together with those fees	via Finance, Facilities and HR Manager	
Leaflets, booklets and newsletters – e.g. Outlook	on school website	£