

NEWMAN SCHOOL

POLICIES

FREEDOM OF INFORMATION POLICY

Renewal Date: 01/10/2022



Freedom of Information Policy

Version Control

Version	Author	Changes	Approved	Next Review
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Contents

1. [Introduction](#)
2. [Aims](#)
3. [Relationship with other legislation](#)
4. [Roles and Responsibilities](#)
5. [Publication Scheme](#)
6. [How to request information](#)
7. [Withholding information](#)
8. [Paying for Information](#)
9. [Feedback and Complaints](#)
10. [Training](#)
11. [Monitoring and Review](#)
12. [Links to other Policies](#)

[Appendix 1](#) – Publication Scheme

1. Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools and Academies to be clear and proactive about the information they will make public.

As a result, **Newman School** have produced 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 available in paper form, some is available electronically on our website for you to download and print.

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's Office (ICO).

2. Aims

Newman School is committed to FOIA and to the principles of accountability and the general right of access to information, subject to legal exemptions. This Policy outlines the School's response to the Act and a framework for managing requests.

3. Relationship with other Legislation

The FOIA joins the Data Protection Act (DPA) and the Environmental Information Regulations (EIR) as legislation under which anyone is entitled to request information from the School.

Data Protection Act 2018

Requests for personal data are still covered by the DPA. Individuals can request to see what information the School holds about them. This is known as a Data Subject Access Request, and must be dealt with accordingly.

Environmental Information Regulations 2004

Requests for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by the EIR. They also cover issues relating to Health and Safety.

If any element of a request to the school includes personal or environmental information, these will be dealt with under DPA or EIR. Any other information is a request under FOIA, and will be dealt with accordingly.

4. Roles and Responsibilities

4.1 The Governing Body

The Governing Body has overall responsibility for ensuring that **Newman School** complies with all relevant freedom of information obligations.

4.2 Headteacher

The Headteacher acts as the representative of the Data Controller on a day-to-day basis and is responsible for overseeing the implementation of this policy and monitoring compliance.

4.3 All staff

Members of staff are expected to create and manage business information professionally, in line with record management guidance and training. All information whether handwritten notes or electronic records are subject to FOIA.

5. Publication Scheme – 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'. Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme in [Appendix 1](#).

The classes of information that we undertake to make available are organised into the following area:

- 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.

The Publication Scheme and the materials it covers can be accessed via our School website.

6. How to request information

The School recognises its duty to

- Provide advice and assistance to anyone requesting information. **Newman School** 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 FOIA.
- Tell enquirers whether or not the School holds the information they are requesting, and provide access to the information we hold in accordance with the procedures laid down below.

If the information requested is not evident via the publication scheme or on our website, then a Freedom of Information (FOI) request is needed.

Requests must be made in writing, (including email), and should include the requestors name and contact details; either postal address or email address and state what information they require. Contact details are set out below:

Newman School
East Bawtry Road
Whiston
Rotherham
S60 3LX
office@newmanschool.co.uk

Newman School has a duty to respond to all requests, specifically confirming whether or not the information is held and supplying any information that is held, except where exemptions apply. A response will be provided in 20 working days (this excludes weekends and school holidays).

Written notice of any fee will be provided to the requestor before any information is supplied.

7. Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. Newman School will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a “public interest” exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

8. Paying for Information

Information published on our website is free, although individuals may incur costs from your internet service provider. If a requestor does not have internet access, they can access the school website using either a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If the Publication Scheme request or FOI request means that the school would 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, the school will let the requestor know the cost before fulfilling the request. Payment may be requested prior to provision of the information.

9. Feedback and Complaints

Newman School welcome any comments or suggestions individuals may have about the scheme. If individuals wish to make any comments about this publication scheme or if require further assistance or wish to make a complaint regarding information you have received or been refused then initially this should be addressed to the Headteacher,

Mr Paul Silvester

Newman School

East Bawtry Road

Whiston

Rotherham

S60 3LX

office@newmanschool.co.uk

If an individual is not satisfied with the assistance that they receive or if they have not been able to resolve their complaint and 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's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

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

10. Training

All staff and Governors are provided with records management training as part of their induction process. This will include the impact of FOIA on information the business creates and holds.

Records management will also form part of continuing professional development, where changes to legislation, guidance or the School's processes make it necessary.

11. Monitoring and Review

The Headteacher is responsible for monitoring and reviewing this policy and will be reviewed every 2 years.

12. Links with Other Policies

This Freedom of Information policy is linked to our:

- Data Protection Policy
- Retention and Disposal Policy
- IT and Communications Policy

APPENDIX 1 – PUBLICATION SCHEME FOR Newman School

School Prospectus

Class	Description	Website	On Application
School Prospectus	The name, address and telephone number of the school and the type of school	Yes	
	The names of the head teacher and chair of governors	Yes	
	Information on the school policy on admissions	Yes	
	A statement of the school's ethos and values	Yes	
	Information about the school's policy on providing for pupils with special educational needs	Yes	
	Number of pupils on roll and rates of pupils' authorised and unauthorised absences – can't get the attachment to open so unsure of info on the document. It's under the governors section so hard to find also – maybe move?		Yes
	National Curriculum assessment results for appropriate Key Stages, with national summary figures	Yes	
	The arrangements for visits to the school by prospective parents		Yes

Information Relating to the Governing Body

Class	Description	Website	On Application
Governing Body	The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school	Yes	
Instrument of Government	The name of the school		Yes
	The category of the school		Yes
	The name of the governing body		Yes
	The manner in which the governing body is constituted		Yes
	The term of office of each category of governor if less than 4 years		Yes
	The name of anybody entitled to appoint any category of governor		Yes
	Details of any trust		Yes
	The date the instrument takes effect		Yes
Minutes* of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees in relation to meetings held from March 2004 onwards.		Yes

Pupils & Curriculum Policies

Class	Description	Website	On Application
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		Yes
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	Yes	
Relationship and Sex Education Policy	Statement of policy with regard to sex and relationship education	Yes	
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs	Yes	
Race Equality Policy	Statement of policy for promoting equality as per Section 75 of the 1998 NI Act	Yes	
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school <i>(from March 2004)</i>	Yes	
Pupil Discipline	Statement of general principles on behaviour and discipline	Yes	

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	Website	On Application
Education and Training Inspectorate (ETI) published reports referring expressly to the school	Published report of the last inspection of the school	Yes	
School session times and term dates	Details of school session and dates of school terms and holidays	Yes	
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		Yes
Complaints procedure	Statement of procedures for dealing with complaints		Yes
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 head teacher on the effectiveness of appraisal procedures		Yes
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		Yes
Curriculum circulars and Statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum		Yes

Requests for any other information held by the school may incur a charge.