



FREEDOM OF INFORMATION POLICY

This version was approved by the governing body March 2018
The next update will be due by March 2021

Signed: _____

J Collins - Chairman of Governors

AYLESBURY GRAMMAR SCHOOL

FREEDOM OF INFORMATION POLICY



1. Introduction – Freedom of Information Publication Scheme Statement

1.1 Under the Freedom of Information Act 2000 (which is referred to as FOIA for the remainder of this document), all public authorities, including academy schools must abide by its terms and should be clear about the information they will make public. This requires the formation of a specific publication scheme, which conforms to the model scheme for schools approved by the Information Commissioner and commits Aylesbury Grammar School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned, where this information is held by Aylesbury Grammar School.

2. Policy aims, objectives and expectations

2.1 The FOIA publication scheme commits Aylesbury Grammar School:

- To proactively publish or otherwise make available as a matter of routine, information including environmental information, which is held by the school and falls within the classifications below
- To specify the information which is held by the school and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme
- To produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the school makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public

2.2 All written requests for information should be answered within 20 school days of receipt (or 60 days including holiday time whichever is shorter). If this timescale is impractical, it may be that the effort to provide a response will exceed the cost limited provided for in the act in which case the request may be refused. **This must be explained to the requestor within the time limit.** The time limit does not include any time spent waiting for fees to be paid for disbursements (see below) as the response need not be sent until such fees have been received.

2.3 The school may make a charge for requests for information under the FOIA. Charges will only cover disbursements (for example photocopying or postage). The school will not charge students or their parents/carers or staff for requests relating to their records nor for a single paper copy of information routinely published. All requests for release of information under the FOIA not covered under the publication scheme must be in writing, either by letter or email, and must indicate who is making the request, their postal address and what information they want.

2.4 The school may refuse a request on one of the following grounds:

- It would cost more than £450 to comply (allowing for £25 per hour for work done in compiling the answer plus any disbursement costs)
- The request is vexatious or repeated
- The information is exempt from disclosure under one of the exemptions in the FOIA
- The school also holds information which is not individual but which is not routinely published (e.g. budget information). The FOIA makes provision for this to be made available, but any such request should be referred to the Finance Director (for specific financial requests) or Office Manager in the first instance.

- 2.5 Some information which the school holds may not be made public, such as personal information. Any request for such information should always be referred to the Headmaster.
- 2.6 All staff should understand that any request for information submitted in writing is a request under the FOIA regardless as to whether the request mentions the Act. If the information is routinely published, then the member of staff receiving a request (be it verbally or in writing from a member of the public) should either direct the requestor to the school website or arrange for a single copy of the relevant document to be placed at reception for collection. If the request is beyond this paragraph's scope, involves any complexity or will incur cost (e.g. postage) then it should be referred to the Office Manager who will respond to the request in writing.

3. Classes of information published

- 3.1 The publication scheme guides you to information we currently publish (or have recently published) or which we will publish in the future. This is split into 'classes' of information organised into six topic areas:
- a. Who we are and what we do – Organisational information, locations and contacts, constitutional and legal governance
 - b. What we spend and how we spend it – Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
 - c. What our priorities are and how we are doing – Performance information, assessments, inspections and reviews
 - d. How we make decisions – Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.
 - e. Our policies and procedures – Current written protocols for delivering our functions and responsibilities
 - f. Lists and Registers – Information held in registers required by law and other lists and registers relating to the functions of the school
- 3.2 These classes of information will not generally include:
- Information, the disclosure of which is prevented by law, or exempt under the FOIA, or is otherwise considered to be protected from disclosure
 - 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:

a. For information included in the publication scheme:

Paper copies of the information set out in the school's publication scheme can be obtained, where appropriate by visiting the school's website: www.ags.bucks.sch.uk or can be requested by telephone, email, fax or letter.

Contact details are as follows:

Email: office@ags.bucks.sch.uk

Telephone: 01296 484545

Fax: 01296 426502

Contact name and address:

The Headmaster, Aylesbury Grammar School, Walton Road, Aylesbury. Bucks HP21 7RP

To enable us to process your request quickly and efficiently, any correspondence should be clearly marked '*Publication Scheme Request*'

b. For information not included in the publication scheme:

Information held by the school that is not published under this scheme can be requested, and the school will consider providing the information requested in accordance with the provisions of the FOIA.

The Governing Body has delegated to the Headmaster the day to day responsibility for the school's FOIA policy and the provision of advice, guidance, publicity and interpretation of that policy.

Accordingly, any request for information not set out in the publication scheme should be made in writing to:

The Headmaster, Aylesbury Grammar School, Walton Road, Aylesbury. Bucks. HP21 7RP

To enable us to process your request quickly and efficiently, any correspondence should be clearly marked 'Freedom of Information Request'

5. Feedback and Complaints

- 5.1 We welcome any comments or suggestions you may have about this scheme. If you wish to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then this should be addressed in the first instance to:

The Chair of Governors, Aylesbury Grammar School, Walton Road, Aylesbury. Bucks. HP21 7RP

- 5.2 Alternatively by email to the clerk to the governing body: ccobb@buckscc.gov.uk

- 5.3 If you are not satisfied with the assistance you receive or the school has not been able to resolve your complaint and you wish to make a more formal complaint, 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. They can be contacted at:

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow. Cheshire. SK9 5AF

- 5.4 Enquiry & Helpline: 0303 123 1113 (local rate) 01625 545 745 (national rate)

- 5.5 Website: www.informationcommissioner.gov.uk

6. Policy review

- 6.1 This policy is reviewed and approved by the governing body of the school every 3 years, or sooner should central government legislation change.

APPENDIX

Freedom of Information – A guide to information available from Aylesbury Grammar School under its publication scheme:

Please note, a double asterisk (**) denotes information is currently available on the school website – www.ags.bucks.sch.uk

a. Who we are and what we do
Academy Funding Agreement
School Staff and structure – names of key personnel**
Governing body – names and details of the Governors and the basis of their appointment**
School session times, term dates and holidays**
Location and contact information – address, telephone/email contacts**
Contact details for the Headmaster and the Governing Body**
School Prospectus**
Home-School agreement**
b. What we spend and how we spend it
Annual financial statements (current and previous two financial years)**
Capital funding – details of capital funding allocated to the school
Value for money statement **
Procurement and contracts – details of procedures used for the acquisition of goods and services.
Pay and grading structure
Staff Pay Policy
c. What our priorities are and how are we doing
Government supplied performance data
OFSTED report(s) – summary and full report**
Performance management information
Child safeguarding & protection – policies and procedures on safeguarding and promoting the welfare of Children**
Pupil Premium funding and how it is used**
d. How we make decisions
Admissions policies – arrangements and procedures and right of appeal**
Governing Body meeting information and minutes – sub committees and full governing body meetings**
e. Our policies and procedures
School policies including**:
Accessibility Plan
Admissions Policy
Appeals Against Internal Assessment of Work for External Qualifications
Anti-bullying Policy
Assessment Policy
Attendance Policy
Behaviour Policy
Child Protection Policy
Complaints Procedure
Coursework Policy
Code of conduct for Year 11 at examination time
Code of conduct for Year 13 at examination time
Code of conduct for Years 7-11 on School Visits
Controlled Assessment Test Policy
Drugs Policy
Curriculum Policy
Freedom of Information Policy
Equal Opportunities Policy for Students
Governors' Allowances Policy

Initial Teacher Training Policy
ICT Acceptable Use Policy for Students
Pastoral Care Policy
Lettings Procedure
Privacy Notice
Remissions and Charges Policy
SEND Policy

f. Lists & Registers

Any information the school is currently legally required to hold in publicly available registers