



FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

'This policy will be implemented in a way which honours the vision that every FCJ school is a community of persons - students, staff, governors - bound together in mutual respect and ready to rely on each other in fulfilling their privileged task as educators in a Catholic school.'

INTRODUCTION

What is the Policy for?

The Freedom of Information Act (FOIA) was introduced to promote greater openness and accountability across the public sector, and establishes a general right of access to information held by public authorities, including academies and multi-academy trusts. Along with Human Rights and Data Protection legislation, freedom of information aims to build a culture of rights and responsibilities for citizens.

Upton Hall School FCJ is responsible for compliance with the FOIA. The school will ensure that all employees understand and are able to comply with requests for information under FOIA.

Our standard publication scheme is detailed from page 5 of this policy and details our responsibilities under the Act. It also outlines the different classes of information to be made available, as well as the method by which this information will be made available and what charges can be made.

Who is the Policy for?

All employees should be aware of this Policy.

Policy Standards

1. General Principles

- 1.1 This publication scheme is based on the model publication scheme available from the Information Commissioner's Office. This publication scheme commits Upton Hall School FCJ 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 below, where this information is held by the authority.
- 1.2 This scheme commits Upton Hall School FCJ:
 - To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Upton Hall School FCJ and falls within the classifications below.
 - To specify the information which is held by Upton Hall School FCJ 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 this scheme.
 - To produce and publish the 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 Upton Hall School FCJ 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.
- To publish any dataset held by the academy that has been requested, and any updated versions it holds, unless the academy is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the academy is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2. Classes of Information which may be Published

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

2.8 The classes of information will not generally include:

2.8.1 Information the disclosure of which is prevented by law, or exempt under the FOIA, or is otherwise properly considered to be protected from disclosure.

2.8.2 Information in draft form.

2.8.3 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.

3. The Method by which Information Published under this Scheme will be made available

- 3.1** Upton Hall School FCJ will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2** Where it is within the capability of The Trust, information will be provided on the Trusts or a Schools' websites. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, Upton Hall School FCJ will indicate how information can be obtained by other means and provide it by those means.
- 3.3** In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 3.4** Information will be provided in the language in which it is held or in such other language that is legally required. Where Upton Hall School FCJ is legally required to translate any information, it will do so.
- 3.5** Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for Information Published under this Scheme

- 4.1** The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.
- 4.2** Material which is published and accessed on a website will be provided free of charge.
- 4.3** Charges may be made for information subject to a charging regime specified by Parliament.
- 4.4** Charges may be made for actual disbursements incurred such as:
 - Photocopying and printing.
 - Postage and packaging
 - The costs directly incurred as a result of viewing information.
- 4.5** Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 4.6** Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.
- 4.7** If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written Requests

- 5.1** Information held by Upton Hall School FCJ that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000. Information will be made available within twenty working days of receipt of the request, unless exceptional circumstances apply. Please note, where the information is held by schools, 'working days' are term time days only (known as school days).

6. The method by which Information Published under this Scheme will be made available

- 6.1** The table on the following page identifies the information published which meets the requirements of the Information Commissioner.

Freedom of Information Publication Scheme

Guide to information available from Upton Hall School FCJ under the publication scheme

Information to be published	How the information can be obtained	Charge (as section 4 of policy)
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only.</i>	(hard copy and/ or School website)	
School staff and roles	School website	No charge
Governing Body – names of the governors and the basis of their appointment	School website	No charge
Governance documents: Articles of Association, Master Funding Agreement, Delegation Framework and Governing Body handbook	School website. Articles of Association and Master Funding Agreement (hard copy available on request – contact school)	No charge Schedule of charges
Contact details for the Headteacher and Governing Body	School website	No charge
Staffing structure	School website	No charge
School session times, term dates and holidays	School website	No charge
Location and contact information – address, telephone number and School Website	School website	No charge
School prospectus	School website	No charge
School information booklet	School website	No charge

Information to be published	How the information can be obtained	Charge
Class 2: What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</i>	(Hard copy and/ or School website)	
Financial statements for Upton Hall School FCJ.	School website	No charge
Annual budget plan	Hard copy available on request – contact school	Schedule of charges
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects.	Hard copy available on request – contact school	Schedule of charges
Financial audit reports	Hard copy available on request – contact school	Schedule of charges
Pupil premium funding, key objectives, reviews of spending and pupil Outcomes	School website	No charge
Procurement and Contracts	Hard copy available on request – contact school	Schedule of charges
16-19 Bursary Fund Policy	School website	No charge
Pay policy	Hard copy available on request – contact school	Schedule of charges
Staff allowances and expenses 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	Hard copy available on request – contact school	Schedule of charges
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	Hard copy available on request – contact school	Schedule of charges

Information to be published	How the information can be Obtained	Charge
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>This will be current information only.</i>	(Hard copy and/ or School website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report • Examination results summary 	DfE Website School website School website	No charge No charge No charge
Appraisal Policy	Hard copy available on request – contact school	Schedule of charges
School development plan and departmental development plans	Hard copy available on request – contact school	Schedule of charges
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	School website	No charge

Information to be published	How the information can be obtained	Charge
Class 4: How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years.</i>	(Hard copy and/ or School website)	
Agendas of Governing Body meetings and its sub committees	Hard copy available on request – contact school	Schedule of charges
Governing Body minutes and AGM minutes –information that is properly considered to be private will be excluded	Hard copy available to view in School Office – contact school	Schedule of charges
Admissions policy - arrangements and procedures and right of appeal.	School website	No charge
	Hard copy (for previous years)	Schedule of charges

Information to be published	How the information can be obtained	Charge
Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only.</i>	(Hard copy and/or School website)	
School Policies including but not limited to: <ul style="list-style-type: none"> ➤ Health and safety Complaints ➤ Unavoidable School Closure ➤ Whistleblowing ➤ Safer recruitment ➤ Flexible working A range of other policies are available on websites	School website	No charge
Records management and personal data policies: <ul style="list-style-type: none"> ➤ Data protection policies and privacy statements ➤ Records retention, destruction and archive policies 	School website	No charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> ➤ Home-school agreement ➤ Curriculum ➤ Assessment, Tracking & Reporting ➤ Relationships Education, Relationships and Sex Education Schools' websites ➤ Special education needs information ➤ Equal opportunity ➤ Prayer & Liturgy ➤ Careers education, information and guidance ➤ Behaviour for learning including exclusions ➤ Examinations – suite of policies 	School website	No charge
Charging policies: <ul style="list-style-type: none"> ➤ Charging and remission for school activities 	School website	No charge

Class 6: Lists and Registers Currently maintained lists and registers only	How the information can be obtained (Hard copy and/ or School website; some information may only be available for inspection)	Charge
Asset register	Hard copy	Schedule of charges
Any information the Trust or school is currently legally required to hold in publicly available registers (This does not include attendance register)	Hard copy	Schedule of charges

Information to be published	How the information can be obtained	Charge
Class 7: The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only.</i>	(Hard copy and/ or School website; some information may only be available for inspection)	
Extra-curricular activities	School website/Newsletter	No charge
School publications	School website	No charge
Newsletters	School website	No charge
Key stage 3 curriculum booklet	School website	No charge
Key stage 4 curriculum booklet	School website	No charge
Sixth form options booklet	School website	No charge