



Buile**Hill**
Visual Arts College

Freedom of Information Policy

Buile Hill Visual Arts College
FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

Introduction

What is a Publication Scheme and why it has been developed?

One of the aims of the Freedom of Information Act 5 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.

To do this they must produce a publication scheme, setting out:

- The classes of information which the school publishes or intends to publish.
- The manner in which the information will be published.
- Whether the information is available free of charge or for payment

The scheme covers information already published and information that is to be published in the future. All information in our school's publication scheme is either available for you on our website to download and print off or available in paper form.

Some information that 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.

The Governing Board is responsible for maintenance of this scheme.

Aims and Objectives

The school aims to:

- Enable every pupil to fulfil their learning potential, with education that meets the needs of every pupil.
- Help every pupil develop the skills, knowledge and personal qualities needed for life and work.

Our publication scheme is a means of showing how we are pursuing these aims.

Categories of Information Published

Our 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'. These are contained in section 6 of this scheme.

The classes of information that we are obliged to make available are organised into four broad areas:

- School Prospectus
- Governors' Documents
- Curriculum Information
- General School Policies

How to Request Information

Many of the documents are available on our website. You will find out website at www.builehillvisualartscollege.co.uk/

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or in writing. Contact details are set out below:

Email: Derbyshire.j8@builehillschool.org.uk
Tel: 0161 736 1773
Contact Address: Buile Hill Visual Arts College, Eccles Old Road, Salford, M6 7RD

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

Paying for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or pay for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

Classes of Information Currently Published

6.1 Who we are and what we do

Organisational information, structures, locations and contacts.

Instrument of Government

The instrument of Government is the document that records the name and category of the school and the name and constitution of its Governing Board.

School Prospectus Information

The statutory contents of the school prospectus, as follows:

- Information about the implementation of the Governing Board's policy on pupils with special educational needs and disabilities (SEND).
- A description of the policies relating to disabled pupils, including facilities to improve access and the disability plan.

The prospectus has been published and made available to parents. However, access to it is available to anyone.

Annual Report

Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.

Governing Board

The names, and contact details of the Governors are available on the school website and the basis on which they have appointed.

School Session Times, Term Dates and School Contact Details

- Details of school session times and dates of school terms and holidays.
- Location and contact information
- The address, telephone number and website address for the school, together with the names of key personnel.

6.2 What We Spend and How We Spend It

This includes financial information about projected and actual income and expenditure, procurement, contracts and financial audit outcomes, and also includes the following:

Pay Policy

A statement of the school's policy and procedures regarding teachers' pay, including the staffing and grading structure

Pupil Premium

Information regarding how the pupil premium is used in our school is published on the school's website.

Governors' allowances

Details of allowances and expenses that can be claimed or incurred.

6.3 What Our Priorities Are and How We Are Doing

This includes strategies and plans, performance indicators, audits, inspections and reviews and the;

School Profile

- Government supplied performance data.
- Summary of latest Ofsted report, including the required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community.

Performance Management Information

- Performance Management policy and procedures adopted by the Governing Board

School's Future Plans

Any major proposals for the future of the school involved, for example consultation or a change in school status.

Child Protection/Safeguarding

Policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

6.4 How we make Decisions

Decision making processes and records of decisions, can be made available for the current and previous three years and includes;

Admissions Policy/Decisions

The school's admission arrangements and procedures together with information about the right of appeal. Individual admission decisions would not be published, but information on application number/ patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.

Minutes of meetings of the Governing Board and its Sub-committees

Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is "properly considered" and recorded as a confidential a matter.

6.5 Our Policies and Procedures

This includes current written protocols, policies and procedures for delivering our services and responsibilities.

School Policies

This includes school policies and procedures together with other information related to the school such as;

- charging and remissions policy
- health and safety
- risk assessments,
- complaints procedure
- employee code of conduct policy
- discipline and grievance policies
- pay policy
- staffing structure implementation plan.

It will also include policies and procedures for handling information requests.

Pupil and Curriculum Policies

This includes such policies as;

- home-school agreement
- curriculum
- sex education
- special educational needs and disabilities
- accessibility
- equality
- collective worship
- and pupil discipline.

Records Management and Personal Data Policy

This includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

Equality and Diversity

This includes policies, schemes, statements, procedures and guidelines relating to equal opportunities.

Policies and Procedures for the Recruitment of Staff

Where vacancies are advertised details of current vacancies will be readily available.

Charging Regimes and Policies

Details of any statutory charging regimes will be provided. Charging policies include charges made for information routinely published. Stating what costs would be recovered, the basis on which they would be made, and how they would be calculated.

6.6 Lists and Registers

Curriculum Circulars and Statutory Instruments

This includes statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Board concerning the curriculum.

Disclosure Logs

If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

Asset Register

This also includes the school's Capital Asset Register.

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

6.7 The Services We Offer

Information about the services the school provides including leaflets, guidance and newsletters.

- Extra-curricular activities
- Out of school clubs
- School publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about the publication scheme, or if you require further assistance or wish to make a complaint in relation to this scheme then initially this should be addressed to the

Chair of Governors

St Patrick's RC High School, 56 New Lane, Eccles, Salford, M30 7JJ

If you are not satisfied with the assistance that you receive 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:

Information Commissioner

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Enquiry

/Information Line: 0303 123 1113 or 01625 545 700

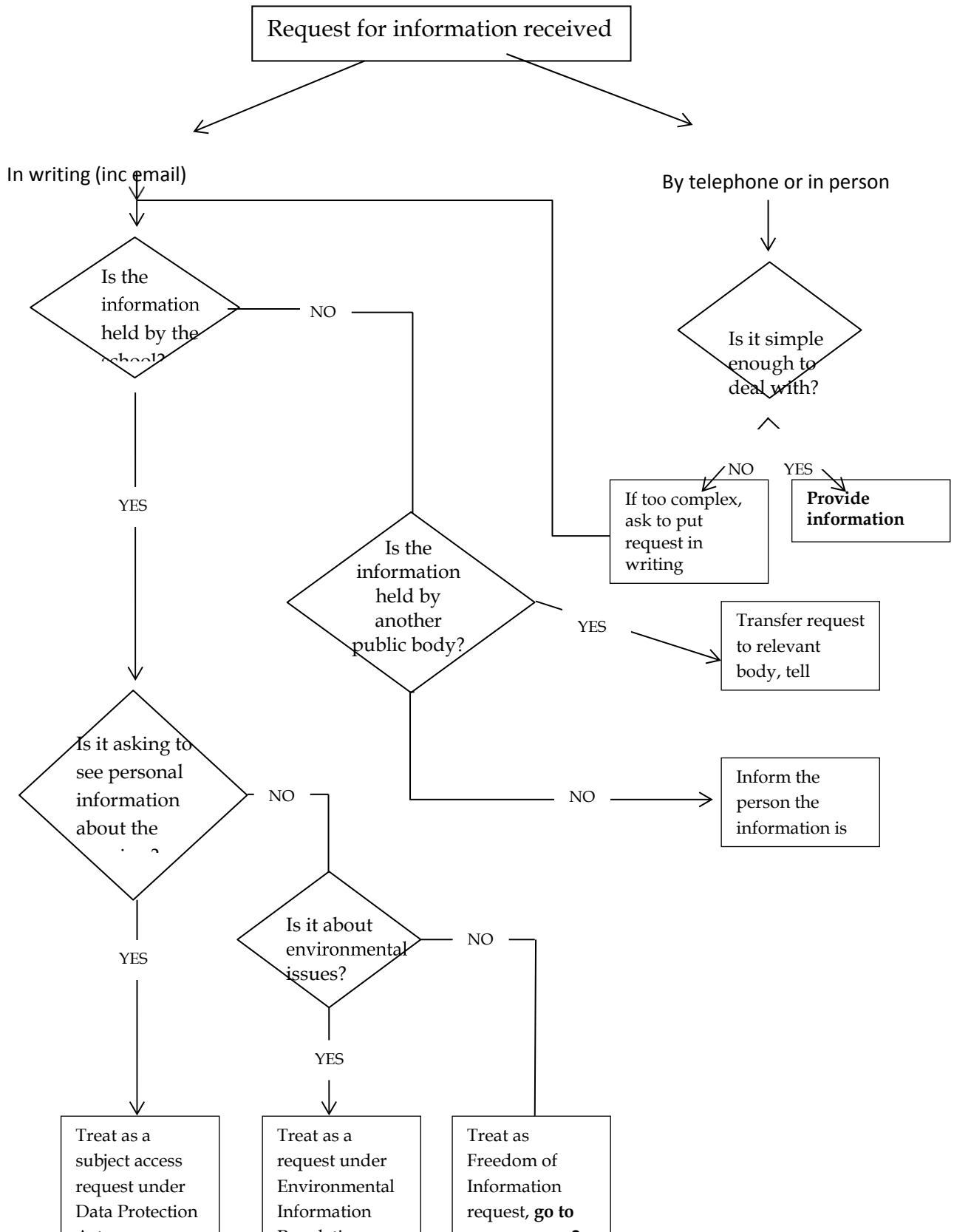
Fax: 01625 524 510

Email: casework@ico.org.uk

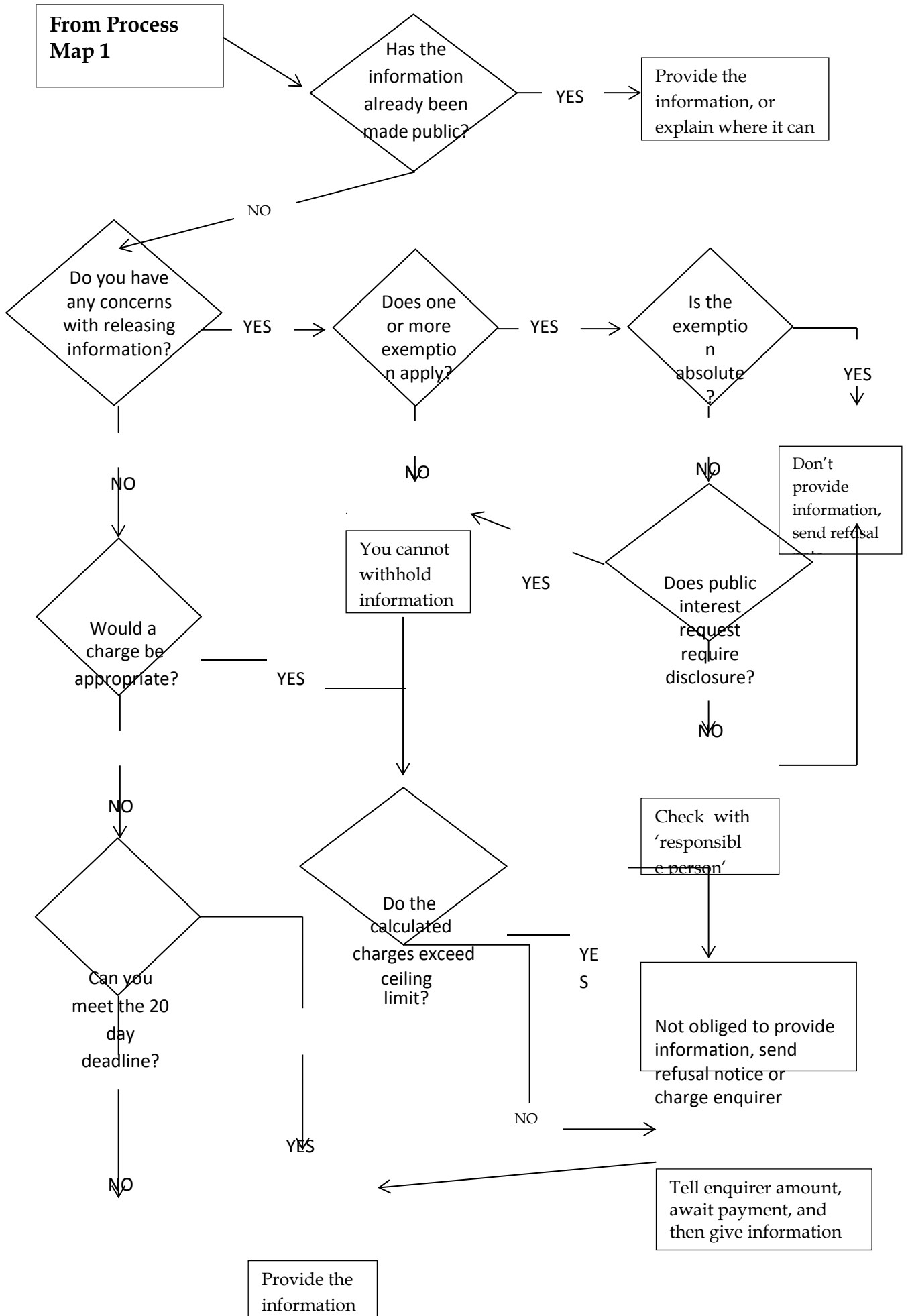
Website: www.ico.org.uk

Appendix 1

Process Map 1 for dealing with Requests



Process Map 2 for dealing with Requests



Tell enquirer response
will be delayed and why
then...

Appendix 2

FREEDOM OF INFORMATION- CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under Data Protection Act, Environmental Information and Regulations or Freedom of Information Publication Scheme.
- Decide whether the school holds the information or whether the request should be transferred to another Board if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether a third party's interests might be affected by disclosure and if so consult them
- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (still to be agreed but expected to be around £500)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

Summary

- Schools are under a duty to provide advice and assistance to anyone requesting information.
- The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.
- A well-managed records and management information system is essential to help schools to meet requests.
- Wilfully concealing, damaging or destroying information in order to avoid answering and enquiry is an offence.
- A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.
- Expressions of dissatisfaction should be handled through the school's existing complaints procedure.

Appendix 1 – Standard Letter

To inform the enquirer the school does not hold the requested information

Date

Enquirer's Address

Dear

Thank you for your request for information received on (date)

We have conducted a thorough search of our records and unfortunately we are unable to locate the information you requested. This may be because the school has never held this information or the information is older than the statutory requirements or retention and has been legally destroyed in accordance to our retention schedules.

If you have any comments relating to how your request has been handled by our school, please contact the Chair of Governors at the above address

Yours sincerely,

Mrs Michelle Duval
School Business Manager

Appendix 2 – Standard Letter

To inform the enquirer we are transferring the request to another public Board

Date

Enquirer's Address

Dear

Thank you for your request for information, received on . To the best of our knowledge the requested information is not held within the school.

However, we believe that (**name and address of organisation**) may hold the information you require. We will therefore need to transfer the request to them.

If you have an objection to this transfer you should let us know as soon as possible by writing to me at the above address or telephoning 0161 736 1773 and asking for myself.

If you have any comments relating to how your request has been handled by our school please contact the Chair of Governors at the above address.

Yours sincerely,

Mrs Michelle Duval
School Business Manager

**Appendix 3 – Standard Letter
To seek clarification of a request**

Date
Enquirer's address

Dear

Thank you for your request for information received on . From the information described, we have been unable to identify the information you require.

Could you please give us more information relating to: **(Include specific information required, try to ensure that terms that may be unfamiliar to the requestor are explained)**.

The Freedom of Information Act 2000 requires that we deal with requests such as this within 20 working days. We are not required to include any time whilst waiting for clarification of a request. We will endeavour to proceed with your request as soon as you supply the information required. If we have not received a reply within three months we will treat this request as cancelled.

If you have any comments relating to how your request has been handled by our school please contact the Chair of Governors at the above address.

Yours sincerely,

Mrs Michelle Duval
School Business Manager

Appendix 4 – Standard Letter

To inform the enquirer that the information that they want is already publically available

Date

Enquirer's address

Dear

Thank you for your request for information, received on .

The information which you requested is already available to the public via our school publication scheme, which is available from the school website (www.builehillvisualartscollege.co.uk)

If you have any comments relating to how your request has been handled by our school, please contact the Chair of Governors at the above address

Yours sincerely,

Mrs Michelle Duval
School Business Manager

Appendix 5 – Standard Letter

To inform and enquirer of any charges to be made for complying with their request

Date

Enquirer's address

Dear

Thank you for your request of information received on . It is estimated that the time to find this information will be hours. The cost of this search will exceed the statutory ceiling for £450 for free learning time allowed under the Freedom of Information Act 2000 (The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004).

To proceed with your request we will require a fee of £ **(supply details of local address and payment details)**. We will continue with the search on receipt of payment, however if we have not received a reply within three months we will cancel the request.

If you have any comments relating to how your request has been handled by our school, please contact the Chair of Governors at the above address

Yours sincerely,

Mrs Michelle Duval
School Business Manager

Appendix 6

Guide to information available from Buile Hill Visual Arts College under the model publication scheme.

Information to be published	How the information can be obtained	Cost
Class 1 – who we are and what we do? This will be current information only		
Who's who in the school>	Available on our school website or as a hardcopy	Free of charge
Who's who on the Governing Board and the basis of their appointment	Available on our school website or as a hardcopy	Free of charge
Instrument of Government	Available on our school website or as a hardcopy	Free of charge
Contact details for the Headteacher and for the Governing Board via the school	Available on our school website or as a hardcopy	Free of charge
Other school information	Available on our school website or as a hardcopy	Free of charge
School session times and term dates	Available on our school website or as a hardcopy	Free of charge
Address of school and contact details, including email address	Available on our school website or as a hardcopy	Free of charge
Class 2 – what we spend and how we spend it? <ul style="list-style-type: none"> • Current and previous financial year as a minimum • Annual budget plan and financial statements • Capital funding information • Financial audit reports 	Available on request	8p per mono sheet/ 10p per colour sheet
Pay policy and pay scales	Salford City council adopted	Price on request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Governor services at Salford City Council	Price on request

Class 3 – What our priorities are and what we are doing?		
School vision and future plans/policies/inspection reports/parents consultation information	Available on our school website or as a hardcopy	Free of charge
School profile <ul style="list-style-type: none"> • Performance data • Latest Ofsted (summary and full report) 	Available on our school website or as a hardcopy	Free of charge
Performance Management Policy and procedures adopted by the Governing Board	Available from the school office	Free of charge
Safeguarding and Child Protection Policy	Available on our school website or as a hardcopy	Free of Charge
Class 4 - How we make decisions		
Governing Board agendas/minutes/reports (non-confidential)	Available on request from the chair of governors	Price on request for printed copies
Admissions Policy	Available on our school website or hard copy	Free of charge
Class 5 – Our policies and procedures Current information only		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Data Protection and Security policy • Records Management Policy – including records retention, destruction and archive information • Publication Scheme 	Available on School website or from the school office	Free of charge
Charging and Remission Policy	Available on our school website or hard copy	Free of charge
Other School Policies required by DfE to be published	Available on our school website or hard copy	Free of charge
Class 6 - Lists and Registers Currently maintained lists and registers (this does not include the attendance register)	Available on request – note some information may only be available by inspection	Price on application
Any information the school is currently legally required to hold in publicly available registers	Held on school premises	Price on application

Class 7 – the services we offer		
Extra-curricular activities (after school clubs, holiday activity schemes) School trips, swimming, horse riding, events etc.	Available on school website or via the school office – notes some information may only be available by inspection	Free of charge
School publications, leaflets, books and newsletters	Available on our school website or as a hardcopy	Free of charge

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement charge	Photocopying/printing @ 8p per sheet (black and white)	Actual cost plus proportion of rental
	Photocopying/printing @ 10p per sheet (colour)	Actual cost plus proportion of rental
	Postage	Actual cost: Royal Mail standard 2 nd class

Updated 16th of November 2017