



Holy Trinity Church of England Academy

# *Freedom of Information Policy*

Date of issue:	May 2019
Review Date	May 2020
To be reviewed	Headteacher, Staff and Governors
Authorised by	Headteacher and Governors

This policy has been written with regard to the guidance 'Working together to safeguard children', 'Keeping children safe in education' and the 'Special Education Needs Code of Practice', which places Special Education Needs and Disabilities together and abbreviated to SEND. A copy can be seen in the Headteacher's Office.

The overall objective of the school's Equality Policy, in line with the Equality Act 2010, is to provide a framework for the school to pursue its equality duties to eliminate unlawful discrimination and harassment, promote equality of opportunity, and promote good relations and positive attitudes between people of diverse backgrounds in all its activities.

## **1. Introduction**

The Freedom of Information Act 2000 (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme. One of the aims of the FOIA is that public authorities should be clear and proactive about the information they will make public. In 2008 the Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model. The model commits a public authority to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'. To help schools to meet this obligation the ICO has produced a generic model template guide to information for smaller schools to use, particularly primary and nursery schools. Holy Trinity CofE Academy has adopted this school generic model template.

The generic template lists the information the ICO thinks that schools should hold and make available within each information class. The Holy Trinity version of the generic template, shown below, provides a list of all the information the academy will make routinely available, explain how it can be accessed and whether or not a charge will be made for it.

The classes of information are listed below:

- Class 1 – Who we are and what we do
- Class 2 – What we spend and how we spend it
- Class 3 – What our priorities are and how we are doing
- Class 4 – How we make decisions
- Class 5 – Our policies and procedures
- Class 6 – Lists and Registers
- Class 7 – The services we offer
- Additional Information (if appropriate)

## **2. Exclusions**

Holy Trinity CofE Academy will make the information listed in the generic template available unless:

- we do not hold the information;
  - the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
  - the information is readily and publicly available from an external website;
  - such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
  - the information is archived, out of date or otherwise inaccessible; or
  - it would be impractical or resource-intensive to prepare the material for routine release.
- If the information is only held by another public authority, the academy will provide details of where to obtain it.
- Some information which we hold may not be made public, for example personal information. Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

### 3. How to request information

Most of our information is published on our website: <http://holytrinitycalne.co.uk/>

If you require a paper version of any of the documents within the scheme, please contact the school via the website, or by telephone, email, or letter.

Website: <http://holytrinitycalne.co.uk/> - select the 'Contact Us' menu tab

Email: [admin@holytrinitycalne.wilts.sch.uk](mailto:admin@holytrinitycalne.wilts.sch.uk)

Tel: 01249 812424

Address: Holy Trinity CofE Academy, Quemerford, Calne, Wiltshire, SN11 0AR.

To help us process your request quickly, please clearly mark any correspondence: **“FOI PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

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.

### 4. 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. If your request means that we 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 video), we reserve the right to make a charge to cover our costs. We will let you know the cost before fulfilling your request. This table shows how such charges are calculated:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.35 p per sheet (black & white)	Actual cost incurred by the academy
Disbursement cost	Photocopying/printing @ 3.5 p per sheet (colour)	Actual cost incurred by the academy
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

## 5. Published Information and how it can be obtained

Information to be published	How the information can be obtained	Cost (Refer to Section 4 above *)
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
<i>Current information only.</i>		
Who's who in the school	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Who's who on the Governing Body / Board of Governors and the basis of their appointment	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Instrument of Government / Articles of Association	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Contact details for the Headteacher and for the governing body, via the school (named contacts).	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Academy Prospectus	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	n/a
Annual Report (Governors)	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Staffing structure	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
School session times and term dates	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy Contact Office	5p/page for black and white and 20p/page for colour.

Address of school and contact details, including email address.	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p><i>Current and previous financial year as minimum.</i></p>		
Annual budget plan and financial statements	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Go to policies and then accounts Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Capital funding	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Financial audit reports	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Pay policy	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
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.	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.

**Class 3 – What our priorities are and how we are doing**  
(Strategies and plans, performance indicators, audits, inspections and reviews)

*Current information as a minimum.*

<p>School profile</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• The latest Ofsted Report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office</p> <p>Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office</p> <p>Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office</p>	<p>5p/page for black and white and 20p/page for colour.</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hardcopy: Contact Office</p>	<p>5p/page for black and white and 20p/page for colour.</p>
<p>Performance data or a direct link to it</p>	<p>Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office</p>	<p>5p/page for black and white and 20p/page for colour.</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office</p>	<p>5p/page for black and white and 20p/page for colour.</p>
<p>Safeguarding and child protection</p>	<p>Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office</p>	<p>5p/page for black and white and 20p/page for colour.</p>

**Class 4 – How we make decisions**  
(Decision making processes and records of decisions)

*Current and previous three years as a minimum.*

<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office</p>	<p>5p/page for black and white and 20p/page for colour.</p>
<p>Agendas and minutes of meetings of the governing body and its committees. (NB. this will exclude information that is properly regarded as private to the meetings).</p>	<p>Hardcopy: Contact Office</p>	<p>5p/page for black and white and 20p/page for colour.</p>

## Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

*Current information only.*

	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> and/or Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.																																		
<b>Statutory Policies/Documents:</b> Admissions Arrangements Behaviour Policy Capability of Staff Policy Charging and Remissions Policy Child Protection Policy Code of Conduct for teachers and support staff  Complaints Policy Disability Access Plan Equality Information Equality Action Plan Freedom of Information Policy First Aid Policy Health and Safety Policy Pupil Premium Information Register of Business Interests of Headteacher and Governors Risk Assessment Procedures Sex Education Policy SEND Information Report Sports Premium Information Teacher Appraisal Policy Unreasonable and Vexatious Complaints Violence and Aggression Policy	<table border="1"> <thead> <tr> <th>Website</th> <th>Hard Copy</th> </tr> </thead> <tbody> <tr><td>✓</td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td></td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td></td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td></td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td></td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td></td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> </tbody> </table>	Website	Hard Copy	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
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<b>Other Key Policies on the website:</b> Attendance Policy Anti- Bullying Policy Online E-Safety Policy Special Educational Needs & Disability Policy	<table border="1"> <thead> <tr> <th>Website</th> <th>Hard Copy</th> </tr> </thead> <tbody> <tr><td>✓</td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> <tr><td>✓</td><td>✓</td></tr> </tbody> </table>	Website	Hard Copy	✓	✓	✓	✓	✓	✓	✓	✓																									
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Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Data protection</li> <li>• Privacy Notice</li> <li>• Records Management Policy</li> </ul>	Hardcopy: Contact Office  Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.																																		

• Retention Policy	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	
Charging and Remissions Policy	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
All other policies not detailed above	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only (this does not include the attendance register).</i>		
Curriculum circulars and statutory instruments	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Disclosure logs	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Asset register	Inspection only	5p/page for black and white and 20p/page for colour.
Any other information the school is currently legally required to hold in publicly available registers	Hardcopy: Contact Office or Inspection only <i>(dependent on particular information)</i>	5p/page for black and white and 20p/page for colour.
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  <i>Current information only.</i>		
Extra-curricular activities	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Out of school clubs	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
Services for which the school is entitled to recover a fee, together with those fees	Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
School publications, leaflets and books	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office	5p/page for black and white and 20p/page for colour.
School newsletter	Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> Hardcopy: Contact Office Parents can be added to	*free



	an email list	
<p><b>Additional Information</b> Any information that is not itemised in the lists above – Please contact school to ascertain if the required information is held, and whether it is practicable to prepare it for release, in accordance with the provisions of the Freedom of Information Act.</p>	<p>Website: <a href="http://holytrinitycalne.co.uk/">http://holytrinitycalne.co.uk/</a> or Hardcopy: Contact Office or Inspection only <i>(dependent on particular information)</i></p>	<p>5p/page for black and white and 20p/page for colour.</p>

## 6. Feedback and Complaints

We welcome any comments or suggestions you may have about this scheme. If you want to make any comments about this publication scheme, or if you require further assistance, or if you wish to make a complaint, then initially this should be addressed to Mr D. Conway, Chair of Governors.

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 deals with formal complaints. You should raise the matter with the ICO within three months of your last meaningful contact with us concerning the issue.

The ICO can be contacted at their Head Office:

### Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Tel: 0303 123 1113 (local rate)**

To contact the ICO by **email or live chat**, please go to the following website:

**[ico.org.uk/global/contact-us/](http://ico.org.uk/global/contact-us/)**