

“Maximising students’ abilities, ambitions and academic potential”

Freedom of Information Policy & Publication Scheme

Recommended by: Finance and Premises Committee	
Date: June 2017	
Approved by the Full Governing Body	
Signed:	
Next Review Due: June 2019	

Broadoak Mathematics and Computing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

RATIONALE & OVERVIEW

Broadoak Mathematics and Computing College is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000 and Data Protection Act 1998:

1. Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publication Scheme, which is itself available from the school office or on our website at www.broadoakcollege.org.uk
2. We will normally confirm within five school days whether or not we hold the information you request and will either provide it within the 20 school days as required by the Freedom of Information Act if it is a FOI request, or within the 40 school days as required by Data Protection Act if it is a subject access request.
3. Where appropriate, we will provide information in redacted (that is, edited) form, in line with any exemptions that we wish to apply under the legislation.

Example: You ask for a document that includes details of other children besides your own. We agree to provide the document with references to other children edited out.

4. Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publication Scheme as being available either free or charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation such as the Disability Discrimination Act.
5. If we intend to charge for the provision of information, we will tell you in advance what the charge will be and will provide the information when we receive the payment (cash or cheque). The fee for photocopying, printing and faxing is 10p per A4 black and white sheet, 25p for A4 colour. Postage costs will be at the appropriate rate. We may also charge for prescribed costs incurred by the academy, these being those costs:
 - in determining whether you hold information of the description specified in the request
 - in locating and retrieving the information and in meeting the applicant's preference for communicating the information
 - of associated staff time.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

6. The time allowed for us to provide the information – 20 or 40 days (see 2 above) - does not include the period between the issuing of the fees notice and the receipt of the payment.
7. We may be unable to provide the information you request for any of the following reasons:
 - We do not hold the information
 - We are applying an exemption to the disclosure
 - *It would cost too much or take too much staff time to deal with the request (more than 18 hours of staff time)*
 - It is considered vexatious or repeated
 - Legally privileged documents.

If we are unable to comply with your request, we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep down the costs.

Requests will be dealt with according to the processing maps at Annex A.

HOW TO REQUEST INFORMATION

Freedom of Information Requests must be made in writing (this includes email or fax), and should:

- state the enquirer's name and correspondence address (email addresses are allowed);
- describe the information requested - there must be enough information to be able to identify and locate the information

If you wish to make a Freedom of Information Request please put your request in writing, clearly marked "Freedom of Information Request – FAO Operations Manager", and send to the following:

By post: Broadoak Mathematics and Computing College
Windwhistle Road
Weston-super-Mare
BS23 4NP

By Fax: 01934 413903

By email: enquiries@broadoak.n-somerset.sch.uk

REQUESTS FOR PERSONAL INFORMATION (SUBJECT ACCESS REQUESTS)

Personal information is exempt from release under FOIA, however if the person making the FOI request is the subject of that personal information, they are entitled to have this personal information made available to them under the terms of the Data Protection Act. Most requests for personal information are about children's records and can be responded to promptly. They are called 'subject access requests'. In more complex cases we may need more time, but are still required by law to respond in full within 40 school days.

FEEDBACK AND COMPLAINTS

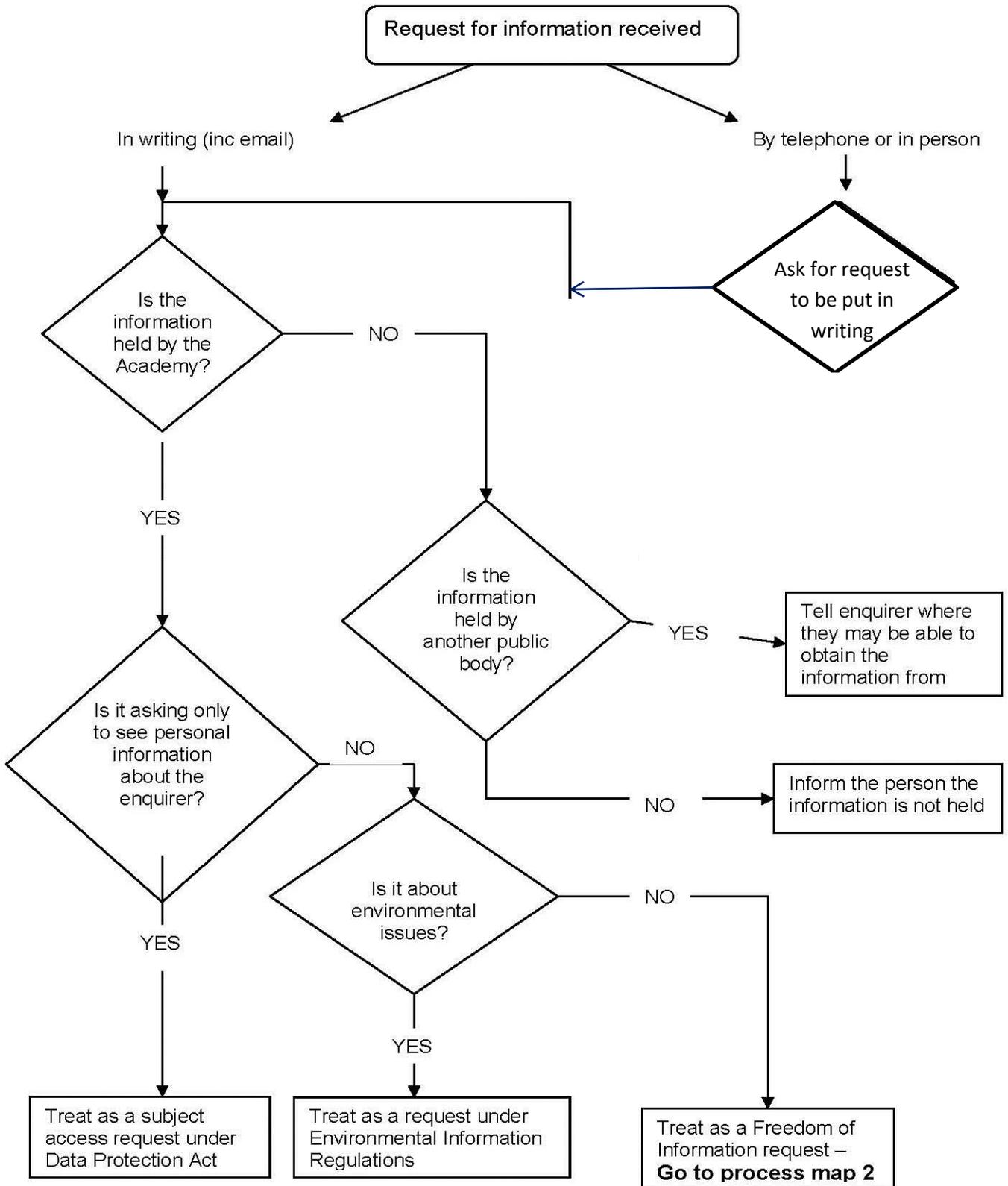
We welcome any comments or suggestions you may have about this policy and scheme. If you want to make any comments or if you require further assistance, or wish to make a complaint, then initially this should be addressed to the Headteacher at Broadoak Mathematics and Computing College, Windwhistle Road, Weston-super-Mare BS23 4NP. The College will keep records of all complaints and their outcomes.

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 that deals with formal complaints. You can write to them at the following address:

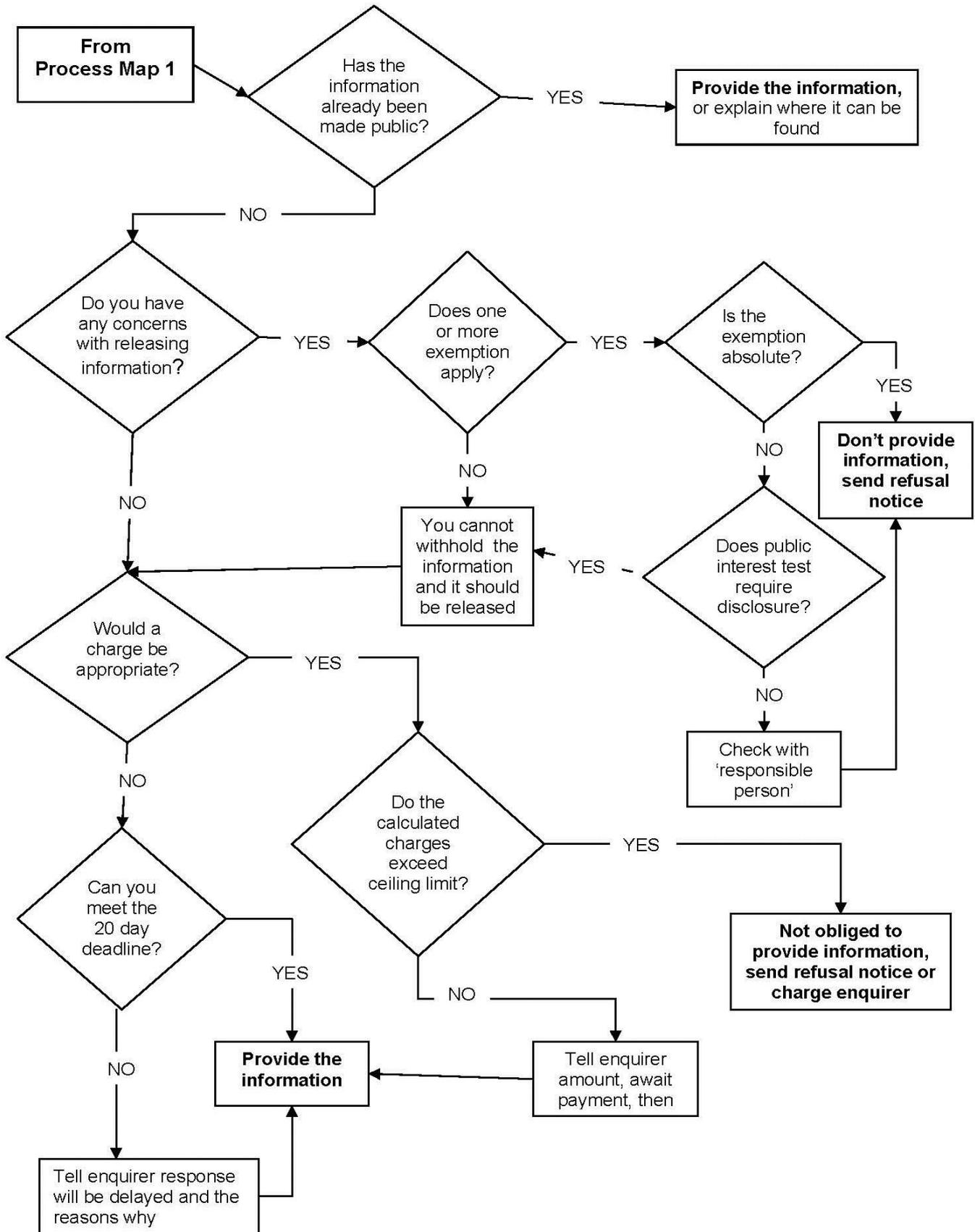
The Case Reception Unit, Customer Service Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

RELATED POLICIES: Data Protection Policy, Complaints Policy

1 PROCESS MAP FOR RECEIVING REQUESTS FOR INFORMATION



2 PROCESS MAP FOR HANDLING FOI ENQUIRIES



Freedom of Information

Guide to information available from Broadoak Mathematics and Computing College under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Academy Funding Agreement	Website	N/A
School staff and structure – names of key personnel	Website	N/A
Governing body – names and contact details of the governors and the basis of their appointment	Website	N/A
School session times, term dates and holidays	Website	N/A
Location and contact information – address, telephone number and website	Website	N/A
Contact details for the Headteacher and the Governing Body	Website	N/A
School Prospectus	Website	N/A
GCSE results	https://www.compare-school-performance.service.gov.uk/school/137840	N/A

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>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).</p>		
Annual budget plan and financial statements	Operations Manager	Photocopying and postage
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Operations Manager	Photocopying and postage
Additional funding – Income generation schemes and other sources of funding.	Operations Manager	Photocopying and postage
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Operations Manager	Photocopying and postage
Staffing and grading structure	Operations Manager	Photocopying and postage
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Operations Manager	Photocopying and postage
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Operations Manager	Photocopying and postage
Pupil Premium allocation, use and impact on attainment	Website	N/A

Information to be published	How the information can be obtained	Charge
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	<p>Operations Manager Website</p>	<p>Photocopying and postage</p>
<p>Performance management information</p>	<p>Operations Manager</p>	<p>Photocopying and postage</p>
<p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>Operations Manager</p>	<p>Photocopying and postage</p>
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>Website</p>	<p>N/A</p>

Information to be published	How the information can be obtained	Charge
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	Website	N/A
<p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>	Website	N/A

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Accessibility Plan • Anti-Bribery Policy • Anti-Bullying Policy • Anti-Fraud and Corruption Policy • Anti-Racism Policy • Appraisal Policy • Attendance Policy • Capability Policy • Capital and Revenue Policy • Charging and Remission Policy • Child Protection Policy • Children and Young People Looked After (CYPLA) Policy • Collective Worship Policy • Complaints Policy • Data Protection Policy • Dealing with Allegations of Abuse Policy • Dealing with Persistent or Vexatious Complaints / Harassment Policy 	<p>Website and/or Operations Manager</p>	<p>Photocopying and postage where not on website</p>

- | | | |
|--|--|--|
| <ul style="list-style-type: none">• Disciplinary Policy and Procedures• Disclosure Policy• Discretionary Policies under LGPS• Drugs Policy• First Aid Policy• Fixed Asset Policy• Flexible Working Procedure and Policy• Freedom of Information Policy• Gifts and Hospitality Policy• Governor Expenses Policy• Grievance Procedure• Health and Safety Policy• ICT Access and E-Safety Protocol• Internal Financial Procedures• Leave of Absence Policy• Lettings Policy• Managing Staff Attendance Policy and Procedure• Pay Policy• Performance Management for Support Staff Policy• Physical Contact with Students Policy• Professional Behaviour for Staff• Principal Accounting Policies• Purchasing Policy• Redundancy Policy• Risk Management Policy• Safeguarding Policy• Security Policy• Single Equality Policy• Staffing Structure• Treasury Management Policy | | |
|--|--|--|

<ul style="list-style-type: none"> Whistle-blowing Policy 		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> Accessibility Plan Home-school agreement Literacy Policy Numeracy Policy Teaching and Learning Policy Curriculum Policy SEN & Disability Policy SRE Policy Behaviour Policy Exclusion Policy 	Website	N/A
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> Information security Records retention Destruction and archive policies Data Protection policies 	Operations Manager and website	
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> Policies and procedures for the recruitment of staff – details of vacancies should be included 	Website	N/A
Charging regimes and policies	Website	N/A

<p>This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>		
<p>Lists and Registers Currently maintained lists and registers only</p>	<p>(hard copy and/ or website; some information may only be available for inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Operations Manager</p>	<p>Photocopying and postage</p>
<p>Disclosure logs</p>	<p>Operations Manager</p>	<p>Photocopying and postage</p>
<p>Asset register</p>	<p>Operations Manager</p>	<p>Photocopying and postage</p>
<p>Any information the Academy is currently legally required to hold in publicly available registers</p>	<p>Operations Manager</p>	<p>Photocopying and postage</p>
<p>Information to be published</p>	<p>How the information can be obtained</p>	<p>Charge</p>
<p>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	<p>(hard copy and/ or website; some information may only be available for inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website</p>	<p>N/A</p>
<p>Out of school clubs</p>	<p>Website</p>	<p>N/A</p>

School publications	Website	N/A
Services for which the Academy is entitled to recover a fee, together with those fees	Website	N/A
Leaflets, booklets and newsletters	Website	N/A

