



## Ranelagh School

# Freedom of Information Publication Scheme

Date reviewed by SLT	Spring 2 2017
Date approved by Governing Body	Summer 1 2017
Date of next review	Summer 1 2020 (subject to changes to legislation)
Published	School website Governors' VLE Staff shared area (O; Subject areas; Policy documents)

## 1. Background

With effect from 1 January 2005 the Freedom of Information Act 2000 (FOIA) came fully into force. Ranelagh School is committed to openness and being clear and proactive about the information it makes public. The school also recognises the need to protect sensitive information in certain circumstances. Even where exemptions apply, information will still be released if it is in the public interest to do so.

## 2. Right to request Information

Ranelagh School has a duty to provide advice and assistance to anyone requesting information. Requests can be made under any of the following:

- (a) Data Protection Enquiry (OPE),
- (b) Environmental Information Regulations Enquiry (EIR), or
- (c) Freedom of Information Enquiry (FOI).

The scheme gives clear guidance to ensure that all employees at the school are able to comply with requests for information under FOI. To do this the school is required to produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the manner in which the information will be published; and
- whether the information is available free of charge or with payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available either via the school's website from which it may be downloaded and/or printed off, or in paper form from the school office. Some information which we hold may not be made public, for example personal information.

The individual making a request for information is entitled to be told whether the information is held (this is known as the duty to confirm or deny) and, if so, to have access to it. Access can include providing extracts of a document or a summary of the information sought, or access to the original document. However, the FOIA recognises the need to preserve confidentiality of sensitive information in some circumstances and sets out a number of exemptions. There are only four reasons for not complying with a valid request for information under the FOIA:

- the information is not held
- the cost threshold is reached
- the request is considered vexatious or repeated
- one or more of the exemptions apply

## 3. Classes of Information

The publication scheme signposts you to information which the school currently publishes (or has recently published) or will be publishing in the future. This is organised into categories of information known as 'classes'.

The classes of information that we undertake to make available are arranged in the following broad topic areas:

**Who we are and what we do:** general information about Ranelagh School e.g. its staff, leadership and governance, information about the curriculum, school terms and events.

**What we spend and how we spend it:** financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing:** strategy and performance information e.g. OFSTED reports, SIAMS reports and results of examinations.

**How we make decisions:** decisions of the leadership of the school as well as our Admissions policy.

**Our policies and procedures:** current written policies and procedures for delivering our services and responsibilities.

**Lists and registers:** Information held in registers required by law and other lists and registers relating to the function of the school.

**Services we offer:** advice and guidance, booklets, leaflets, media releases.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the FIOA, or is otherwise properly 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

- 4.1 If you require a paper version of any of the documents within the scheme, please contact the Headteacher at the school by letter or email.

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

- 4.2 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. Requests should be made in writing, addressed to the Headteacher, or by email and include the enquirer's name and correspondence address with a description of the information requested.

- 4.3 On receipt of a request the designated person will:

- decide whether the request is a request under OPE, EIR or FOI
- decide whether the school holds the information or whether the request should be transferred to another body if the information is not held by the school
- provide the information if it has already been made public

- 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
- consider whether the request is vexatious or repeated.

- 4.4 Requests will be responded to within twenty working days (excluding school holidays).
- 4.5 The FOIA covers all information held and is retrospective.
- 4.6 The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.
- 4.7 The enquirer will be informed if the information is not held.
- 4.8 All information held by the school must be recorded legibly.
- 4.9 The school maintains well managed records and management information to enable it to meet requests.
- 4.10 The school will not willfully conceal, damage or destroy information in order to avoid answering an enquiry.
- 4.11 Expressions of dissatisfaction will be handled through the school's complaints procedure.
- 4.12 The school will charge applicants a fee in accordance with the FOI Fees Regulations; this fee may include disbursements for photocopying, postage and packaging and costs directly incurred as a result of viewing information. Information published on the school's website is free, although you may incur costs from your Internet Service Provider. If you do not have internet access, you can access our website using a local library or an Internet cafe.
- 4.13 Straightforward enquiries and single copies of information covered by this publication are provided free unless stated otherwise in section 4.12. If your request means that we must do a significant amount of photocopying or printing, or pay a large postage charge, or if your request is for a priced item (e.g. printed publications or DVDs) the school will advise you of the cost before fulfilling your request. Where enquiries require further consideration or a written response, a charge will be made. The school will send the enquirer a fees notice; the school will not comply with the request until the fee has been paid.
- 4.14 The school will maintain a record of requests received, responded to and denied. The Board of Governors will review the register annually.
- 4.15 If a request is made for a document that contains exempt personal information, the school will ensure that the personal information is removed by applying the redaction procedure.

## 5. Conclusion

This Policy should be read in conjunction with the DfE Freedom of Information Act 2000. Adherence to these guidelines will ensure that the Trust complies with the Freedom of Information Act 2000.

## Guide to information available from school, under the publication scheme

Information to be published	How the information can be obtained
<b>Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Hard copy and school website, <a href="http://www.ranelagh.bracknell-forest.sch.uk">www.ranelagh.bracknell-forest.sch.uk</a>
Academy Funding Agreement- a link to the document on the Department for Education's website	School website
Board of Governors – names of governors	School website
School session times, term dates and holidays	School website
Location and contact information- address, telephone number and website	
Contact details for the Headteacher and the Governing Body	School website
<b>What we spend and how we spend it</b> Company accounts that have been filed with the Charity Commission and Companies House	School website and Companies House
Annual budget plan and financial statements	Available on request from the Head of Finance
Capital funding - details of capital funding allocated to the school along with information on related building projects and other capital projects	Available on request from the Head of Finance
Additional funding - Income generation schemes and other sources of funding.	Available on request from the Head of Finance
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.	Available on request from the Head of Finance
Pay policy- a statement of procedures regarding teachers' and support staff	Available on request from the Head of Finance
Governors' allowances policy - details of allowances and expenses that can be claimed or incurred.	School website
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.	School website
Government supplied performance data OFSTED report- summary and full report SIAMS report	DfE website school performance tables School website
Pupil Premium Allocation and spending plans	School website
Child protection- policies and procedures on safeguarding and promoting the welfare of children.	School website

<p><b>How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous three years as a minimum.</p>	Available on request from Clerk to the Governing Board (access to this information may be restricted if classified as confidential)
Admissions policy- arrangements and procedures and right of appeal - including information on application numbers and number of successful applicants by each oversubscription criteria.	School website
Board of Trustees meeting agendas, papers and minutes - information that is properly considered to be private should be excluded	Available on request from Clerk to the Governing Board
<p><b>Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>	School website
Curriculum circulars and statutory instruments Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Head teacher or Governing Board relating to the curriculum	Available on request from Clerk to the Governing Board
Policies: Charging and remissions policy Health and Safety Policy Complaints Policy and procedure Pay policy Staff discipline and grievance policies	School website
Pupil and curriculum policies, including: Safeguarding Policy Curriculum Sex and relationship education Special education needs Accessibility Plan Equality Collective worship Behaviour	School website
Home-School agreement	Student diaries School website

Records management: Data Protection Policy	School website
<b>Lists and Registers</b> Currently maintained lists and registers only	Hard copy- some information may only be available for inspection)
Asset register	Available on request from Head of Finance
Any information the school is currently legally required to hold in publicly available registers.	Available on request from the school
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	School website (some information may only be available for inspection)
Extra-curricular activities	School website
Out of school clubs	School website
<b>School publications</b>	School website
Services for which the school is entitled to recover a fee, together with those fees	School website
Leaflets, booklets and newsletters	School website