



SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS

FREEDOM OF INFORMATION POLICY

DATE: JUNE 2018
REVISION DATE: JUNE 2019

This policy commits Sutton Coldfield Grammar School for Girls ('the School') to make information available to the public as part of its normal business activities, specifically:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School 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 policy.
- 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 the School 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 policy available to the public.

The information covered is included in the classes of information mentioned below and where this information is held by the School. The School will comply with the Freedom of Information Act 2000, the General Data Protection Regulation, the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. The School will also adhere to the information and guidance provided on the Information Commissioner's website (www.ico.gov.uk). This policy should be read in conjunction with the School's Data Protection Policy.

The School has adopted the appropriate model publication scheme, as recommended by the Department for Education and the Information Commissioner. This publication scheme commits the School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information detailed below.

1. Classes of information

1.1 Who we are and what we do.

For example: School prospectuses, school term dates and timings of the school day, location and contact information.

1.2 What we spend and how we spend it.

For example: audited accounts, pay policy, staffing structure, policy for the payment of governors' expenses.

1.3 What our priorities are and how we are doing.

For example: The School's most recent OFSTED reports, examination results, the School Development Plan.

1.4 How we make decisions.

For example: admissions policy, governing body agendas and minutes (excluding information that is properly regarded as private to the meetings).

1.5 Our policies and procedures.

For example: school policies and procedures.

1.6 Lists and registers.

For example: any information that the School is currently legally required to hold in publically available registers. This does not refer to attendance registers.

1.7 The services we offer.

For example: extra-curricular activities, clubs, school publications, newsletters.

The classes of information do not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form, or notes, documents in older versions, emails or other correspondence.
- 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.

A full list of exemptions is available on the Information Commissioner's website. The decision to apply absolute or qualified exemptions will be made by a group of at least three of the following: Headteacher, Deputy Headteacher, Chair of Governors, other governors. In such an instance advice would be sought from the appropriate advisory body.

2 The method by which information will be made available

Where it is within the capability of the School, information will be provided on our website. 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, information can be requested by writing to the Headteacher.

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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the School is legally required to translate any information, it will do so.

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 policy.

Section 8 of the Freedom of Information Act states any request should state the applicant's name and address for correspondence and describe details of the information being requested. If a request is very general, the School may contact the enquirer for clarification of the request.

The person making the request for information can also indicate how they would like to receive the information and where possible the School will try to comply with those wishes. If this is not possible, the School will notify the enquirer and offer an alternative.

Any member of staff may be approached for information beyond which may be regarded as 'normal information'. In this context, 'normal' means the kind of information that teachers and other members of school staff feel confident about giving, as opposed to requests for information which may seem of an intrusive or sensitive nature. If a member of staff receives such a request, they should avoid giving an immediate response and refer the request in the first instance to their line manager. A checklist for Action on receipt of a Freedom of Information request is given below:

Checklist for action on receipt of a request for information

- Decide whether the request is a request under GDPR (General Data Protection Regulation), EIR (The environmental information regulations 2004) or FOIA (The Freedom of Information Act 2000)
- Decide whether the School holds the information or whether it should be transferred to another body
- 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
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed as set out in the guidance for schools

- Decide whether the estimated cost of complying with the request will exceed the appropriate limit
- Consider whether the request is vexatious or repeated.

3 Timescales

The School will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. The response time starts from receipt of the request.

4. Charges which may be made for information published under this policy

Material which is published and accessed on a website will be provided free of charge. The School may charge a fee for complying with requests as calculated in accordance with the Freedom of Information Act regulations. If there is to be a charge, written notice will be provided before the information requested is supplied.

Charges may be made for actual disbursements incurred such as photocopying, postage and packaging and the costs directly incurred as a result of viewing information.

Charges may also be made for the cost of associated staff time. The rate used will be a flat rate of £25 per hour.

Any fees charged will not be more than the sum of the prescribed costs and disbursements. The charge limit is currently £450.

5. Contact details

A Freedom of Information request should be in writing, stating the enquirer's name and correspondence address (this can be an email addresses) and describe the information requested. There must be enough information to be able to identify and locate the information. In addition the request should not be covered by any other pieces of legislation.

Contact details for the school are set out below.

Website: www.suttcold.bham.sch.uk
 Email: enquiry@suttcold.bham.sch.uk
 Tel: 0121 354 1479
 Fax: 0121 354 9418

Contact Address: Sutton Coldfield Grammar School for Girls,
 Jockey Road,
 Sutton Coldfield,
 West Midlands,
 B73 5PT

6. Monitoring

Theoretically, any request for information is a request under the Freedom of Information Act. However, for the purposes of monitoring, only those requests which are considered to be outside the normal requests for information will be recorded as Freedom of Information requests. The School will keep a record of all Freedom of Information requests detailing the progress from the initial request to the final outcome.

FREEDOM OF INFORMATION		
GUIDE TO INFORMATION AVAILABLE FROM SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS UNDER THE MODEL PUBLICATION SCHEME		
Information to be published	How to obtain the information	Cost
Class 1: Who we are and what we do (organisational information, structures, location and contacts). This is current information only.	Hard copy and /or website	Free
Who's who in the school	See prospectus, website or hard copy	Free
Who's who on the Governing Body and the basis of their appointment.	Website	Free
Articles of Association	Hard copy	10p per sheet
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	Website	Free
School prospectus	Website	Free
Staffing structure	Hard copy	10p per sheet
School session times and term dates	Website	Free
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). Current and previous financial year as a minimum.	Hard copy and/or website	
Annual budget plan and financial statements	Hard copy	10p per sheet
Capitalised funding	Hard copy	10p per sheet
Additional funding	Hard copy	10p per sheet
Procurement and projects	Hard copy	10p per sheet
Pay policy	Hard copy	10p per sheet
Staffing and grading structure	Hard copy	10p per sheet
Governors' expenses	Hard copy	10p per sheet
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	Hard copy and/or website	
School profile · Government supplied performance data · The latest Ofsted report - Summary - Full report	Website	Free
Appraisal policy and procedures adopted by the Governing Body.	Hard copy	10p per sheet
The school's future plans	Hard copy	10p per sheet

Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum	Hard copy and / or website	
Admissions policy	Website	Free
Agendas of meetings of the Governing Body and its sub-committees	Hard copy	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	Hard copy or website	
School policies including: · Charging and remissions policy · Health and Safety · Complaints procedure · Discipline and grievance policies · Staffing structure · Information request handling policy · Equality and diversity (including equal opportunities) policies	Website Website Website Hard copy Hard copy Website Website	Free Free Free 10p per sheet 10p per sheet Free Free
Pupil and curriculum policies, including: · Home-school agreement · Curriculum · Sex education · Special educational needs · Accessibility · Race equality	Planners/Website Website Website Website Website Website	Free Free Free Free Free Free
· Pupil behaviour	Website	Free
Records management and personal data policies, including: · Information security policies · Data protection (including information sharing policies)	Hard copy Website	10p per sheet Free
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include 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.	Website	Free

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection.	
Curriculum circulars and statutory instruments	Hard copy	10p per sheet
Asset register	Inspection	
Any information the school is currently legally required to hold in publicly available registers (not including the attendance register)	Hard copy	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only	Hard copy or website; some information may only be available by inspection	
Extra-curricular activities	Website and / or Hard copy	Free
Out of school clubs	Website and / or Hard copy	10p per sheet
School publications	Website and / or Hard copy	10p per sheet
Newsletters	Website	Free

Contact Details:

Sutton Coldfield Grammar School for Girls

Jockey Road

Sutton Coldfield

B73 5PT

enquiry@suttcold.bham.sch.uk

Tel: 0121 354 1479

Fax: 0121 354 9418

INITIAL EQUALITY IMPACT FORM

Name of policy/activity/project:

Freedom of Information Policy

Is this a new or an existing policy/activity/project?

Existing policy updated

Scope/timescales for project or activity (including review date):

To be reviewed in June 2019

Policy/project lead and Author of Equality Impact Assessment:

Dr B. Minards (Headteacher)

Outline of main aims of this activity/policy/project:

To provide guidelines for all members of the school community about the school's Freedom of Information Policy

Who will benefit/be affected by this policy/activity?

Students, staff and parents of Sutton Coldfield Grammar School for Girls and other parties seeking information

If an existing policy/activity, do you have any data of use by or impact on different groups which may raise concerns over an equality impact?

No concerns

Does the activity have the potential to impact differently on groups due to a protected characteristic (eg race/ethnicity, gender, transgender, disability, religion & belief, age, sexual orientation, maternity/paternity) for:

(a) Students and members of the community? (eg The Governing Body, students, contractors, visitors, hirers of the premises, agency staff, suppliers etc). Which groups are likely to be affected?

No

(b) Employees?

No

Does this activity make a positive contribution to the School's general or specific duties under the Equality Act 2010? If yes, please detail.

Yes – the Policy applies to all equally

Having reviewed the potential impact of the policy/activity listed above, **I believe a full impact assessment is required / NOT required** (delete as applicable with justification below)

Full impact assessment is not required

Justification: The policy is of equal benefit to all students, regardless of gender, race, religion, sexual orientation etc.

Name: Dr B. Minards

Date: June 2018