

**Netherhall School**

*An Ambitious, Caring Community*



# **FREEDOM OF INFORMATION POLICY**

**Adopted by Netherhall School Governing Body**

**On March 2021**

**Signed: (Neil Watt, Chair of Governors)**

**Date by which the procedure was last reviewed: October 2022**

**Anticipated review date: October 2023**

## **Equality Act 2010**

Our school is committed to equality both as an employer and a service provider. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations. In addition we recognise our specific duties to publish information every year about our school population; explain how we have due regard for equality; publish equality objectives which show how we plan to tackle particular inequalities and reduce or remove them.

We recognise our duty to ensure no-one experiences harassment, less favourable treatment or discrimination because of their age, any disability they may have, their ethnicity, colour or national origin, their gender identity or reassignment, their marital or civil partnership status, being pregnant or having recently had a baby, their religion or belief, their sexual identity and orientation.

We also welcome our duty under the Education and Inspections Act 2006 to promote community cohesion and British values.

## Guide to information available from Netherhall School under the model publication scheme

Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)
Who's who in the school	Hard Copy
Who's who on the governing body and the basis of their appointment	Website (Information Booklet)
Instrument of Governance	Hard Copy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website
School prospectus	Website
Staffing structure	Hard Copy
School session times and term dates	Website (The School Day/Term Dates)

## Guide to information available from Netherhall School under the model publication scheme

<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>Current and previous financial year as a minimum</p>	(hard copy and/or website)
Annual budget plan and financial statements	Hard Copy
Capitalised funding	Hard Copy
Additional funding	Hard Copy
Procurement and projects	Hard Copy
Pay policy	Hard Copy
Staffing and grading structure	Hard Copy
Governors' allowances	Hard Copy

## Guide to information available from Netherhall School under the model publication scheme

<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)
<p>School profile</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Government supplied performance data</li> <li><input type="checkbox"/> The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p>Link on website</p> <p>Website</p> <p>Website</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	Hard Copy
<p>Schools future plans</p>	Hard Copy
<p>Safeguarding – policies and procedures</p>	Website

## Guide to information available from Netherhall School under the model publication scheme

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Website/Hard Copy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy (Full GB Website)
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy (excluding confidential items)

## Guide to information available from Netherhall School under the model publication scheme

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>
<p>School policies including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Charging and remissions policy</li> <li><input type="checkbox"/> Health and Safety</li> <li><input type="checkbox"/> Complaints procedure</li> <li><input type="checkbox"/> Staff conduct policy</li> <li><input type="checkbox"/> Discipline and grievance policies</li> <li><input type="checkbox"/> Staffing structure implementation plan</li> <li><input type="checkbox"/> Information request handling policy (FOI)</li> <li><input type="checkbox"/> Single Equality Scheme</li> </ul>	<p>Website          Website          Website/Prospectus          Hard Copy (Staff Guide)          Hard Copy          Hard Copy          Website          Website</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Home-school agreement</li> <li><input type="checkbox"/> Curriculum</li> <li><input type="checkbox"/> Sex education</li> <li><input type="checkbox"/> Special educational needs</li> <li><input type="checkbox"/> Accessibility (Single Equality Scheme)</li> <li><input type="checkbox"/> Race equality (Single Equality Scheme)</li> <li><input type="checkbox"/> Collective worship</li> <li><input type="checkbox"/> Careers education</li> </ul>	<p>Website          Website (Info book/Prospectus)          Hard Copy          Website          Website          Website          Hard Copy          Hard Copy</p>

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<input type="checkbox"/> Pupil discipline	Website (Behaviour Package/Policy)
Records management and personal data policies, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Information security policies</li> <li><input type="checkbox"/> Records retention destruction and archive policies</li> <li><input type="checkbox"/> Data protection (including information sharing policies)</li> </ul>	Website (Data Protection) Hard Copy Website
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

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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Hard Copy</p>
<p>Disclosure logs</p>	<p>Hard Copy inspection</p>
<p>Asset register</p>	<p>Hard Copy inspection</p>
<p>Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b></p>	<p>Hard Copy inspection</p>



## Guide to information available from Netherhall School under the model publication scheme

<p><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)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Extra-curricular activities</p>	<p>Website (newsletter)</p>
<p>Out of school clubs</p>	<p>Website</p>
<p>School publications</p>	<p>Website</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Website</p>
<p>Leaflets books and newsletters</p>	<p>Website</p>
<p><b>Additional Information</b>          This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	

# Guide to information available from Netherhall School under the model publication scheme

Contact details: Mrs C Freeland 01900 813434

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ .15p per sheet (black & white)	Actual cost *: Photocopying & staff time Rate variable depending on the number & seniority of people involved.
	Photocopying/printing @ .20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority