



## FREEDOM OF INFORMATION POLICY

Status	Statutory	Date created	November 2019
Any other statutory names for this policy (where applicable)	Publication Scheme	Date last reviewed	(Responsibility amendment only) Feb 2022
Responsibility for this policy (job title)	Data Manager	Frequency of review	Three Yearly
Governors' Committee with responsibility for its review	Resources Sub Committee	To be put on the school website? (Yes/No)	Yes
Approval necessary	Resources Sub Committee		

### 1. Introduction

As a public body, the School must abide by the terms of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document). One of the aims of the FOIA is that public authorities should be clear and proactive about the information they will make public. Of course, the School also holds information which is of a confidential and personal nature and this is not required to be published under the act, except to the individuals concerned under the auspices of the Data Protection Act.

### 2. Policy

The School will comply with the provision of the FOIA. To achieve this it has adopted the Information Commissioners Model Publication Scheme on information available under the Freedom of Information Act 2000, which can be found on the ICO website at [www.ico.org.uk](http://www.ico.org.uk).

This is Aylesbury High School's guide to how we have implemented that Publication Scheme.

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.*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. The publication scheme will be made available on the School website to download and print off or, on request, be made available in paper form. The scheme is attached to this policy for ease of review.

All written requests for information should be answered within 20 school days of receipt (or 60 days including holiday time whichever is shorter). If this timescale is impractical, it may be that the effort to provide a response will exceed the cost limited provided for in the act in which case the request may be refused. However, this must be explained to the requestor within the time limit. The time limit does not include any time spent waiting for fees to be paid for disbursements (see below) as the response need not be sent until such fees have been received.

The School may make a charge for requests for information under the FOIA. Charges will only cover disbursements (eg photocopying or postage). It will not charge students or their parents or staff

for requests relating to their records nor for a single paper copy of information routinely published and which is not available on the website. All requests for release of information under the FOIA not covered under the publication scheme must be in writing, either by letter or e-mail, and must indicate who is making the request, their postal address and what information they want.

The school may refuse a request on one of the following grounds:

- It would cost more than £450 to comply (allowing £25 per hour for work done in compiling the answer plus any disbursement costs).
- The request is vexatious or repeated.
- The information is exempt from disclosure under one of the exemptions in the Act.

The school also holds information which is not individual but which is not routinely published (eg budget information). The FOIA makes provision for this to be made available, but any such request should be referred to the Data Manager in the first instance.

Some information which the School holds may not be made public, for example personal information. Any request for such information should always be referred to the Headteacher

All staff should understand that any request for information submitted in writing is a request under the FOIA, regardless as to whether the request mentions the Act. If the information is routinely published, then the member of staff receiving a request (be it verbally or in writing from a member of the public) should either direct the person making the request to the website or arrange for a single copy of the relevant document to be placed at reception for collection. If the request is beyond this paragraph's scope, involves any complexity or will incur cost (eg postage) then it should be referred to the Data Manager who will respond to the request in writing.

# Aylesbury High School Guide to Information

The School has adopted the Information Commissioners Model Publication Scheme on information available under the Freedom of Information Act 2000, which can be found on the ICO website at [www.ico.org.uk](http://www.ico.org.uk).

Information to be published.	How the information can be obtained
<b>Class 1 - Who we are and what we do</b>	
Who's who in the school	<a href="http://www.ahs.bucks.sch.uk/about-the-school/whos-who/">http://www.ahs.bucks.sch.uk/about-the-school/whos-who/</a>
Who's who on the governing body / board of governors and the basis of their appointment	<a href="http://www.ahs.bucks.sch.uk/about-the-school/governors/">http://www.ahs.bucks.sch.uk/about-the-school/governors/</a>
Instrument of Government / Articles of Association	<a href="http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/">http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/</a>
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<a href="http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/">http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/</a>
School prospectus (if any)	<a href="http://www.ahs.bucks.sch.uk/prospectus/">http://www.ahs.bucks.sch.uk/prospectus/</a> or printed copy available to be collected from Reception
Annual Report (published) in the Annual Accounts)	<a href="http://www.ahs.bucks.sch.uk/about-the-school/governors/">http://www.ahs.bucks.sch.uk/about-the-school/governors/</a>
Staffing structure	PDF copy available on request to <a href="mailto:secretary@ahs.bucks.sch.uk">secretary@ahs.bucks.sch.uk</a>
School session times and term dates	<a href="http://www.ahs.bucks.sch.uk/news-and-events/term-dates/">http://www.ahs.bucks.sch.uk/news-and-events/term-dates/</a>
Address of school and contact details, including email address.	<a href="http://www.ahs.bucks.sch.uk/contact-us/">http://www.ahs.bucks.sch.uk/contact-us/</a>
<b>Class 2 – What we spend and how we spend it</b>	
Current and previous financial year audited accounts	<a href="http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/">http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/</a>
Annual budget plan	Published in Governors Minutes, available on request in pdf form
Capital funding	Contained with Audited accounts (see above)
Financial audit reports	Contained within audited accounts (see above)
Information relating to significant procurement and contracts the school has entered into.	Available on request to <a href="mailto:secretary@ahs.bucks.sch.uk">secretary@ahs.bucks.sch.uk</a> (note commercially sensitive information will not be disclosed)
Pay policy	PDF copy available on request to <a href="mailto:secretary@ahs.bucks.sch.uk">secretary@ahs.bucks.sch.uk</a>

Staff allowances and expenses policy.	<a href="http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/">http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/</a>
Pay information for senior staff (paid more than £60k) in bands of £10,000 (salary information for more junior posts is published in our Pay Policy by salary range)	Contained within audited accounts (see above)
Governors' expenses claimed.	Contained within audited accounts (see above)
<b>Class 3 – What our priorities are and how we are doing</b>	
<p>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</p> <p>The latest Ofsted / Estyn / Education and Training Inspectorate report</p> <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> <p>Post-inspection action plan</p>	<p>Performance Data is published in our Prospectus Insert, available for collection from Reception.</p> <p>The <a href="#">latest Ofsted report</a> is available on our website on the “about us” tab.</p>
Performance management policy and procedures adopted by the governing body.	<a href="http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/">http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/</a>
Performance data or a direct link to it	<a href="http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/">http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/</a>
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Will be published on our website
Safeguarding and child protection	<a href="http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/">http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/</a>
<b>Class 4 – How we make decisions</b>	
Admissions policy	<a href="http://www.ahs.bucks.sch.uk/admissions-policies/">http://www.ahs.bucks.sch.uk/admissions-policies/</a>
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).	Available in PDF format on request to secretary@ahs.bucks.sch.uk
<b>Class 5 – Our policies and procedures</b>	
Most policies are available from our website.	<a href="http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/">http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/</a>
Records management and personal data policies, including: Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies)	<a href="http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/">http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/</a>
Charging regimes and policies.	<a href="http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/">http://www.ahs.bucks.sch.uk/about-the-school/statutory-info/</a>

<b>Class 6 – Lists and Registers</b> (currently maintained lists and registers only; this does not include the attendance register)	
Curriculum circulars and statutory instruments	See the relevant pages on our website <a href="http://www.ahs.bucks.sch.uk/">http://www.ahs.bucks.sch.uk/</a>
Disclosure logs	Inspection only - contact secretary@ahs.bucks.sch.uk
Asset register	Available in PDF format on request to secretary@ahs.bucks.sch.uk
Any information the school is currently legally required to hold in publicly available registers	Available in PDF format on request to secretary@ahs.bucks.sch.uk
<b>Class 7 – The services we offer</b>	
Extra-curricular activities	<a href="http://www.ahs.bucks.sch.uk/extra-curricular/">http://www.ahs.bucks.sch.uk/extra-curricular/</a>
School publications, leaflets and newsletters	<a href="http://www.ahs.bucks.sch.uk/news-and-events/heads-newsletters/">http://www.ahs.bucks.sch.uk/news-and-events/heads-newsletters/</a> and <a href="http://www.ahs.bucks.sch.uk/news-and-events/highlights/">http://www.ahs.bucks.sch.uk/news-and-events/highlights/</a>
<b>Additional Information</b>	
The listing above is the statutory minimum for publication. There is a lot more information available on our website.	<a href="http://www.ahs.bucks.sch.uk">www.ahs.bucks.sch.uk</a>

## How to request information

Most published information is available on the School's website at [www.ahs.bucks.sch.uk](http://www.ahs.bucks.sch.uk). If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Email: **secretary@ahs.bucks.sch.uk**  
Tel: **01296 388222**  
Contact Address: **Aylesbury High School**  
**Walton Road**  
**Aylesbury**  
**Buckinghamshire**  
**HP21 7SX**

To help us process your request quickly, please clearly mark any correspondence **"FREEDOM OF INFORMATION REQUEST"** (in CAPITALS please).

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

## Paying for information

Information available on our website, or provided electronically in pdf format by email, is generally free of charge, 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. If a printed copy is required, the School is allowed to charge for its printing and communication costs as follows: require This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per A4 sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

If your request means that we have to do a lot of research, photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

## **Feedback and Complaints**

We welcome any comments or suggestions you may have about this publication scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Headteacher at the School.

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. They can be contacted at:

***Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***

*or*

**Enquiry/Information Line: 0303 123 1113**

**E Mail: [casework@ico.org.uk](mailto:casework@ico.org.uk).**

**Website : [www.ico.org.uk](http://www.ico.org.uk)**