



**Freedom of Information  
Policy & Publication  
Scheme**

Redmoor Academy is subject to the Freedom of Information Act 2000 (FOI) as a public authority, and as such, must comply with any requests for information in accordance with the principles laid out in the Act.

This means that the school must hold and publish a FOI Publication Scheme, to communicate what information we hold is readily available to the public, and where it can be located.

All public authorities must also have processes in place to manage any FOI requests that are made.

### **Freedom of Information Publication Scheme**

The School publication scheme has been developed from the Information Commissioner's Office template documents. It is the school's aim to ensure that the publication of information is accessible for individuals. Much of the information listed is routinely published on our school website and in our prospectus.

The publication scheme and the material it covers will be readily available in hard copy from the school, depending on the source of the information.

#### Schedule of charges under Freedom of Information Publication Scheme

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of charge</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet	Cost of copying and administration charge
	Printing @ 50p per sheet	Cost of printing and administration charge
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>See our Charging Policy for more details</b>		

Where the cost of postage, printing or photocopying is below £10.00, we will not make a charge.

Where it is over £10.00, the first £10.00 will be free of charge, after that we will charge the full estimated cost of postage and copying.

Before we produce the information, we shall inform you of the total cost. You may wish to refine the request in order to reduce the cost and we would be happy to discuss this with you.

### **Freedom of Information requests**

Any request for information from the school will be considered to see if it meets the criteria of FOI. This is irrespective of whether or not the individual making the request mentions the FOI.

If the request is simple and the information is to be released, then the individual who received the request can release the information, but must ensure that this is done within the timescale set out below.

A copy of the request, and response should then be sent to the GDPR Coordinator

All other requests should be referred in the first instance to the GDPR Coordinator who may co-ordinate the process with other staff.

All requests under FOI are treated as if made by any member of the public. Any information released will be within the public domain and may not be marked restricted or confidential.

### **Time limits for FOI requests**

The school must respond as soon as possible, and in any event, within 20 working days of the date of receipt of the request. When calculating the 20 working day deadline, a "working day" is a school day (one in which pupils are in attendance), subject to an absolute maximum of 60 normal working days (not school days) to respond.

### **Procedure for dealing with a request**

The GDPR Coordinator should be made aware of all FOI requests upon receipt of the request to the school.

Initially it will be necessary to determine whether the organisation holds the information requested. This might be in hard copy or digital media.

There may be occasions where information is held, but the process of extracting the relevant information would take considerable time. In those instances, the requester may be given the opportunity to refine the request based on the information given.

### **Part 1 – Identifying the types of information**

As an organisation, we hold different types of information.

Organisational information, prospectus, locations and contacts, constitutional and legal governance, schemes of delegation, school arrangements.

Financial information about income and expenditure, financial audit, funding agreements, procurement, tendering and contracts.

Plans, strategies, aims and objectives, performance indicators, audits, inspections and reviews.

Decision making processes and records of decisions, internal criteria and procedures.

Policies and procedures –protocols, policies and procedures for delivering services and compliance with our statutory and regulatory obligations.

Lists and registers required by law and other key information.

Details of our curriculum and wider educational offering

## **Part 2 - Considering the nature of the request**

FOI requests will be fully complied with unless an exemption applies.

Common exemptions in the Freedom of Information Act 2000 include:

Section 40 (1) – the request is for the applicants personal data. This must be dealt with under the Subject Access regime in the UK GDPR, see the Data Protection Policy and Privacy Notices;

Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the UK GDPR principles as set out in Data Protection Policy;

Section 41 – information that has been sent to the Academy (but not the Academy's own information) which is confidential;

Section 21 – information that is already publicly available, even if payment of a fee is required to access that information;

Section 22 – information that the Academy intends to publish at a future date;

Section 43 – information that would prejudice the commercial interests of the Academy and / or a third party;

Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information);

Section 31 – information, which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras;

Section 36 – information, which, in the opinion of the chair of trustees of the Academy, would prejudice the effective conduct of the Academy. There is a special form for this on the ICO's website to assist with the obtaining of the chair's opinion.

Information within these exemptions must be considered and weighed up against the general principle that information should be disclosed wherever applicable.

## **Part 3 - Responding to a request**

When responding to a request where it is necessary to withhold some or all of the information, we will explain why the information has been withheld, quoting the appropriate

section number and explaining how the information requested fits within that exemption. If the public interest test has been applied, this will also be set out.

In these circumstances, the requester can seek a review form with the school, and correspondence should be addressed in the first instance to the Principal.

If anyone has any concerns, questions or complaints in relation to this policy or the publication scheme contained within it they should contact the GDPR Coordinator, Redmoor Academy, Wykin Road, Hinckley, LE10 0EP.

If you require a paper version of any information set out under the FOI Publication Scheme, or want to ask whether information is available, contact the school using the details set out below.

### **Contact**

As outlined above, please contact the GDPR Coordinator for any FOI requests.

You can also visit our website [www.redmooracademy.org](http://www.redmooracademy.org) to help us process requests quickly, any correspondence should be clearly marked 'FOI Request'.

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:

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5A,

Telephone: 0303 123 1113,

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

## Redmoor Academy Publication Scheme

This is a list of information we hold. Not all will be released as part of a FOI request. All requests will be considered in line with our policy and obligations.

<b>Information available</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Information, structure, locations and contacts current information only</b>		
Who's who in Redmoor Academy	School website	No charge
Governing body – name and contact details of the governors and the basis of their appointment	DfE website & Companies House	No charge
Staffing Information	School website	No charge
School session times, term dates and holidays	School website	No charge
Location & contact information – address, telephone numbers and website	School website	No charge
Contact details for the Principal and the Governing Body	School website	No charge
School prospectus	School website	No charge

<b>Information available</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b> (Minimum of current and the previous two years financial year)		
Annual financial statements, capital funding and income generation for prior years	School website	No charge
Statutory Accounts	School website & Companies House	No charge
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Electronic copy through request to the Business Manager	No charge
Procurement and contracts, subject to the commercial/confidential public interest test	Electronic copy through request to the Business Manager	No charge
Pay Policy – statement on general procedures	Hard copy	No charge
Staff grading and structure	Hard copy	No charge
Governors’ allowances – details if allowances/expenses that can be claimed/incurred	Hard copy	No charge

<b>Information available</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Strategies and plans, performance indicators, audits, inspections and reviews</b> Current information as a minimum		
School Profile – Government supplied data	DfE Website	No charge
Latest OFSTED report – summary and full report	Ofsted website & School website	No charge
Examination results	Hard copy	No charge
Performance Management policy and procedures	Hard copy	No charge
Future plans	Hard copy	No charge
Safeguarding policies and procedures	School website & Hard copy	No charge

<b>Information available</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Decision making processes and records of decisions</b> Current and previous three years as a minimum		
Admissions policy and decisions (not individual decisions)	Hard copy & School website (Admissions Policy only)	No charge
Governing Board meeting agendas and minutes – (this will exclude information that	Hard copy	Schedule of charges



is properly regarded as confidential to the meeting)		
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<b>Information available</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Current written protocols, policies and procedures for delivery of our services and responsibilities</b> Current information as a minimum		
Charging policy	School website	No charge
Health & Safety and Risk Assessment	Hard copy	No charge
Complaints Procedure	School website & Hard copy	No charge
Staff, discipline, grievance, pay and conduct	Hard copy	No charge
Equal Opportunities policies – including equality & diversities	Hard copy	No charge
Staff recruitment & selection policies	Hard copy	No charge

<b>Information available</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Procedures and Policies</b> Current information as a minimum		
Home School Agreement	School website & Hard copy	No charge
Sex education Policy	Hard copy	No charge
Special Needs Educational Policy/Information Report	School website & Hard copy	No charge
Accessibility Plan	Hard copy	No charge
Equality Policy	Hard copy	No charge
Pupil Behaviour, Discipline Exclusion Policy	Hard copy	No charge
<b>Records Management and Personal Data Policies:</b>		
Information Security policies	Hard copy	No charge
Records retention policies	Hard copy	No charge
Destruction and archive policies	Hard copy	No charge
Data Protection Policy	School website & Hard copy	No charge

<b>Information available</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Lists and Registers only</b>		
Disclosure Logs	Hard copy	Schedule of charges
Asset Register	Hard copy	Schedule of charges
Any information the school are currently legally required to hold in publicly available registers	Hard copy	Schedule of charges
<b>Information Services</b> Current information only		
Extra-curricular activities	Hard copy	No charge
Out of school clubs	Hard copy	No charge
School publications	Hard copy	No charge
Leaflets, booklets and newsletters	Hard copy	No charge