

# Freedom of Information Policy at Hadrian School

## INTRODUCTION

On 1<sup>st</sup> January 2005 the Freedom of Information (FOI) Act came into force. This has had implications for the way in which the Compass Trust and Hadrian School deals with all the requests for information that they receive. This policy provides guidance on what you need to look out for if school receives a request or enquiries for information, and how to respond to such requests.

### **The Act places two requirements on Hadrian School:**

To publish a 'Publication Scheme'. This provides details of all the different types of information that we publish (that is, any information that we make available to the public without them having to ask for it). It also provides details of how you can access each type of information. Our publication scheme is available on the Local Authority Intranet on the FOI site.

### **To provide a general right of access to information produced or held by Hadrian School. This covers:**

- Any recorded information that the Hadrian School hold, in whatever format (written; electronic; audio; video)
- Information provided by others (e.g. application forms; planning applications; contracts and tenders)
- Requests from any individual for information under the Act – they do not have to be a resident of this country, and requests can come from individuals, companies and organisations.
- The request does not have to refer to the FOI Act – as long as it is a request for information we have to consider it under the Act
- The School have 20 working days (4 weeks) to deal with the request.
- The School retains a lot of confidential and sensitive information. The Act does allow the School to refuse to disclose this type of information in many circumstances.

### **Several types of requests can be made –**

- **Verbal requests:** The FOI Act says that all requests should be in writing. However, requests for information about the environment are handled under a different piece of legislation which says that they can be verbal. However, if you do receive a verbal request, it may avoid misunderstanding at a later stage if you ask the requester to put it in writing.

- **Information that the Council publishes:** Most of these requests will be covered by the Council's Publication Scheme, and so you should advise the requester how he/she can get the information by referring to the scheme (the web address is given above). There will also be some information that is published that is not included in the publication scheme – deal with the request there and then if you have a copy of the information or you know where to get it.
- **Information in a public register:** The Council is required by law to make certain information available for public inspection (e.g. electoral roll; planning applications; registered taxi drivers). All these are listed in the Publication Scheme with details of how people can access the information.
- **Enquiries from the media:** Enquiries from the press and other media should be passed immediately on to the Press Office.
- **Requests from Councillors:** You should pass these on to your manager as soon as possible.
- **Complaints:** These should be dealt with according to the Council's Corporate Complaints Procedure.
- **Requests for the personal information of the requester:** Where someone wants to see some or all of the personal information that the Council holds about them (e.g. Social Services file; Staff Personnel File; Library Borrower Record), the request is handled under the Data Protection Act **not** the FOI Act. These requests should be passed to your Data Protection Liaison Officer.
- **NB – Requests for someone else's personal information is **not** handled under the Data Protection Act.** These should be passed to your FOI Monitoring Officer.
- **Requests for information held by 'Your Homes Newcastle (YHN)':** Although it is not classed as a public authority, it holds information on behalf of the Council for many of its functions, as the Council is required by law to carry these out.

**In this respect, YHN is acting on behalf of the Council, and the information held is disclosable to an FOI request received by the Council. This covers the following functions:**

- Management of the Housing Revenue Account
- Management of the Council's housing stock
- Management of individual tenancies

Where you receive a request for information which may be held by YHN, this should be passed to the FOI Monitoring Officer in the Strategic Housing Division in the Regeneration Directorate.

- **Requests for information that we do not hold** : Where the Council does not hold the information and you know who does, you should give the requester as much information as you can as to how they should proceed.
- **'Normal business' requests**: There are many requests that you receive all the time and could be called your 'normal business'. You should continue to deal with these in line with your normal procedures. You and your manager will know what is 'normal business' for your section.

### **Some of the types of request that will come in this category are:**

- Location and opening times of Council offices and facilities
- Dates of Council and other public meetings
- Copies of Council agendas, reports and minutes
- Contact details for Councillors and key staff
- Lists of staff vacancies
- Information leaflets
- Publicity leaflets and posters
- Application forms
- Newsletters and bulletins
- Citylife
- Press releases
- Guides to Council services
- Publications for sale
- Catalogues of publications for sale, and of library stock.

### **Other requests for information not covered by any of the above categories:**

Any request which does not fall into one of the categories above should be passed as soon as possible to your FOI Monitoring Officer.

**Multiple requests:** You need to be aware that a request can include more than one of the categories above. For instance, someone could be complaining about the way their application for a service was handled by the Council, requesting some of their personal information and also the Council's policy on dealing with the type of application they made. Each of the three parts to this request will need to be considered separately, sometimes by separate officers. If in doubt about a complex request, talk to your manager, or your Division's FOI Monitoring Officer.

### **Will there be a cost involved?**

Newcastle City Council will deal with most requests free of charge. However, if the request takes us more than 18 hours to satisfy, we may make a charge. We may also charge you for the cost of copying, printing, postage or translating the information where this is significant. We will tell you about any charges before we start work on your request. The same charges will apply to requests for environmental information.

The City Council does not make a charge for satisfying a subject access request under the Data Protection Act 1998.

## **How quickly will I get the information?**

We will normally respond to your request within 4 weeks. However, if it is a very complex or extensive request we may need to take longer. If this is the case, we will let you know.

## **What can I do if I am not happy with the Council's decision on my request?**

If you are not happy with the outcome of your request, you can make a complaint through the City Council's Complaints Procedure. If you are still not happy after you have exhausted the Council's Complaints Procedure, you can write to the Information Commissioner. We will provide you details of how to complain when we respond to your request.

## **Where can I get further information?**

The Information Commissioner is charged with ensuring that all public authorities comply with the Freedom of Information and Data Protection Acts. Their website provides a lot of background information and guidance on these two pieces of legislation. You can find them at: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) ; you can also phone them at 01625 545700.

The Department for Constitutional Affairs is the Government Department with overall responsibility for Freedom of Information. You can find useful information on the Act on their website at: [www.foi.gov.uk](http://www.foi.gov.uk).

If you need advice on making an FOI request to Newcastle City Council, you can contact the City Council's Freedom of information Officer by e-mail at:

[freedomofinformation@newcastle.gov.uk](mailto:freedomofinformation@newcastle.gov.uk) or by phoning 0191 277 7038.

## **Classes of Information Currently Published at Hadrian School**

### **School Information Booklet**

This section sets out information published in the school information booklet.

Class	Description
<b>School Information Booklet</b>	<p>The contents of the School Information Booklet are as follows, (other items may be included in the booklet at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the Head Teacher and Chair of Governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the School's Commitment</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• information about the school's policy on providing for pupils with special educational needs.</li> </ul>

### **Governors' Annual Report and other information relating to the Governing Body**

This section sets out information published in the Governors' Annual Report and in other Governing Body documents.

Class	Description
<b>Governors' Annual Report</b>	<p><b>The statutory contents of the Governors' Annual Report to Parents are as follows, (other items may be included in the annual report at the school's discretion):</b></p> <ul style="list-style-type: none"> <li>• Details of the Governing Body membership, including name and address of Chair and Clerk</li> <li>• A statement on progress in implementing the action plan drawn up following an inspection</li> <li>• A financial statement, including gifts made to the school and amounts paid to Governors for expenses</li> <li>• A description of the school's arrangements for security of pupils staff and the premises</li> <li>• Information about the implementation of the Governing Body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> </ul>

	<ul style="list-style-type: none"> <li>• A statement of the extent to which proposals in the post- inspection action plan have been carried into effect.</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the Governing Body</li> <li>• The manner in which the Governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of Governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect.</li> </ul>
<b>Minutes of meeting of the Governing Body and its committees</b>	Agreed minutes of meetings of the Governing Body and its committees <i>[current and last full academic school year]</i>

### Pupils & Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
Home – School Agreement	Statement of the School's Commitment, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, for example, homework arrangements.
Curriculum Policy	Statement on the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school.
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs.
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality.
Collective Worship	Statement of arrangements for the required daily act of collective worship.
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i> .
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the Head Teacher to prevent bullying.

## School Policies and other information related to the school

This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints Procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Head Teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
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 Body relating to the curriculum

## Sources of Information

	<b>Address</b>	<b>Telephone</b>	<b>E-mail</b>
<b>Customer Service Centres</b>			
Civic Centre	Civic Centre Sandyford Road	0191 232 8520	csc@newcastle.gov.uk

	Newcastle upon Tyne NE1 8PU		
East End	83-85 Shields Road Byker NE6 1DL		
Gosforth	Regent Farm Road Gosforth Newcastle upon Tyne NE3 3HD		
Kenton	Hillsview Avenue Kenton Newcastle upon Tyne NE3 3QJ		
Outer West	Denton Park Shopping Centre West Denton Way West Denton Newcastle upon Tyne NE5 2QZ		
West End	Condercum Road Newcastle Upon Tyne NE4 9JH		
<b>Libraries</b>			
City Library	City Library Charles Avison Building 33 New Bridge Street West Newcastle upon Tyne NE1 8AX	0191 277 4100	E-mail: <a href="mailto:information@newcastle.gov.uk">information@newcastle.gov.uk</a>
Blakelaw Library	Binswood Avenue, Newcastle NE5 3PN	0191 2869674	<a href="mailto:blakelaw.library@newcastle.gov.uk">blakelaw.library@newcastle.gov.uk</a>
Cruddas Park Library	Westmorland Road Cruddas Park Newcastle upon Tyne NE4 7QY	0191 277 4280	<a href="mailto:cruddaspark.library@newcastle.gov.uk">cruddaspark.library@newcastle.gov.uk</a>
Denton Burn Library	Denton Burn Library West Road Denton Burn Newcastle upon Tyne, NE15 7QQ	0191 277 4277	<a href="mailto:dentonburn.library@newcastle.gov.uk">dentonburn.library@newcastle.gov.uk</a>

Dinnington Library	Main Road Dinnington Newcastle upon Tyne NE13 7JW	01661 825079	dinnington.library@newcastle.gov.uk
East End Library	Hadrian Square Byker Lane, Newcastle upon Tyne, NE6 1AU	0191 278 8400 0191 277 4284	eastend.library@newbigginhall.library@newcastle.gov.uk newcastle.gov.uk
Newburn Library Fawdon Library	Faynd Street Library Newburn Community Newcastle upon Tyne NE15 8PL Park Road	0191 277 4260 0191 277 4255	newburn.library@fawdon.library@newcastle.gov.uk
Outer West Library	Newcastle upon Tyne Outer West Library Denton Way	0191 277 7970	dentonpark.library@newcastle.gov.uk
Fenham Library	Benham Hall Drive Fenham Newcastle upon Tyne, NE5 2QE	0191 277 4270	fenham.library@newcastle.gov.uk
Walker Library Gosforth Library	Welbeck Road Regent Farm Road Newcastle upon Tyne NE6 2PA	0191 278 4225 0191 277 4240	walker.library@gosforth.library@newcastle.gov.uk newcastle.gov.uk
High Heaton Library	Newton Road Cumberland Road High Heaton Newcastle upon Tyne NE7 7HD	0191 278 4298	westend.library@newcastle.gov.uk highheaton.library@newcastle.gov.uk
Jesmond Library	St George's Terrace Jesmond Newcastle upon Tyne NE2 2DL	0191 278 4215	jesmond.library@newcastle.gov.uk
Kenton Library	Kenton Centre Hillsview Avenue Kenton Newcastle upon Tyne NE3 3QJ	0191 277 4250	kenton.library@newcastle.gov.uk
Moorside Library	Beaconsfield Street Arthur's Hill Newcastle upon Tyne NE4 5AW	0191 277 4288	moorside.library@newcastle.gov.uk

**Confirmation that the Freedom of Information Policy in respect of Hadrian School has been discussed by the Governing Body:**

**Signed by:**

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed at the Governing Body Meeting on: \_\_\_\_\_

Minute Reference: \_\_\_\_\_