

# Haggerston School

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Freedom of Information Policy and Publication Scheme

February 2017

## **About this policy**

### **Purpose**

This document explains how Haggerston School makes information available to the public and meets the obligations laid down within the Freedom of Information Act.

### **Contents**

This document covers the following topics:

1. Policy statement
2. Classes of information available
3. Requests for information
4. Charges
5. Further information

Annex A: Freedom of Information Publication Scheme

## 1. Policy Statement

Haggerston School is committed to complying fully with the Freedom of Information Act and makes use of the Freedom of Information Publication Scheme as recommended by the Information Commissioner. Within this, we seek to highlight and proactively make available information held by the school as a matter of routine.

## 2. Classes of Information Available

The following classes of information are included in the Freedom of Information Publication Scheme and will be proactively made available:

- **Who we are and what we do.** Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it.** Financial information about actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing.** Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria, procedures and consultations.
- **Our policies and procedures.** Current written protocols for delivering our functions and responsibilities.
- **Lists and registers.** Information held in registers required by law and other lists and registers relating to our function.
- **The services we offer.** Advice and guidance, booklets, leaflets, transactions and media releases. A description of the services offered.

Classes of information that will not generally be made available within the scheme 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. This includes information protected by the Data Protection Act.
- Information in draft form.
- 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.

## 3. Requests for Information

Haggerston School uses the Freedom of Information Publication Scheme to signpost the information that is publicly available either through the school website or in hard copy.

The Haggerston School website can be found at: [www.haggerston.hackney.sch.uk](http://www.haggerston.hackney.sch.uk)

Written requests should be addressed to: School Business Leader  
Haggerston School  
Weymouth Terrace  
London  
E2 8LS

Requests for information that is not included in the Freedom of Information Publication Scheme should be addressed to the School Business Leader and will be considered in accordance with the provisions of the Freedom of Information Act

We will respond promptly to all requests and not exceed the standard time limit for schools which is 20 school days, or 60 working days if this is shorter. E.g. For a request received Monday 17 July 2017 (5 days before end of term), 20 school days would equate to 25 September 2017 and 60 working days would equate to 6 October 2017. The school would therefore respond by 25 September at the latest.

#### **4. Charges**

Some of the information can be downloaded from the website free of charge. Charges may be made to cover administrative costs such as photocopying and postage as detailed below:

A4 Photocopying/printing (black and white)	- £0.03 per page
A4 Photocopying/printing (colour)	- £0.06 per page
Postage	- Actual cost of Royal Mail 2nd class

#### **5. Further information**

Further information about Haggerston School's Freedom of Information Policy can be obtained from the School Business Leader.

More general information on the Freedom of Information Act can be obtained from the Information Commissioner Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)

Policy reviewed: February 2017

Signed by the Chair of Governors.....Date .....

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### Guide to information available from Haggerston School under the publication scheme

Information to be published	How the information can be obtained
<p><b>Who we are and what we do</b>  <b>(Organisational information, structures, locations and contacts)</b></p> <p>This will be current information only</p>	
Who's who in the school - school leadership structure and names of key personnel	By writing to Haggerston School or visiting our website.
Governing Body – names of our Governors and the basis of their appointment	By writing to Haggerston School or visiting our website.
Contact details for the Headteacher and the Chair of Governors	By writing to Haggerston School or visiting our website.
Location and contact information – address, telephone number and location map	By writing to Haggerston School or visiting our website.
School Prospectus and 6 <sup>th</sup> Form Prospectus	By writing to Haggerston School or visiting our website.
Annual Report	By writing to Haggerston School or visiting our website.
Timings for the school day, term dates and holidays	By writing to Haggerston School or visiting our website.
<p><b>What we spend and how we spend it</b>  <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b></p> <p>This will be a minimum of current and the previous two years financial years</p>	
Annual budget plan and financial statements	By writing to Haggerston School
Capital funding – details of capital funding allocated to the school along with information on capital projects	By writing to Haggerston School
Additional funding – Income generation schemes and other sources of funding	By writing to Haggerston School
Financial Audit Reports	By writing to Haggerston School
Details of expenditure items over £2,000	By writing to Haggerston School
Procurement and contracts the School has entered into.	By writing to Haggerston School
Pay Policy – a statement of the school's pay policy	By writing to Haggerston School
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	By writing to Haggerston School
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000. For more junior posts, by salary range.	By writing to Haggerston School
Governors' allowances – Details of allowances and expenses that have been claimed	By writing to Haggerston School

<b>What our priorities are and how we are doing.</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b>	
Only current information will be published	
School profile – Government supplied data <ul style="list-style-type: none"> <li>• Department for education website</li> <li>• OFSTED website</li> </ul>	<a href="http://www.education.gov.uk/">www.education.gov.uk/</a> <a href="http://www.ofsted.gov.uk/">www.ofsted.gov.uk/</a>
Performance management policy and procedures adopted by the governing body	By writing to Haggerston School
School's future plans	By writing to Haggerston School
Child Protection – policies and procedures on safeguarding and promoting the welfare of children.	By writing to Haggerston School or visiting our website.
<b>How we make decisions</b> <b>(Decision making and records of decisions)</b>	
Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	By writing to Haggerston School or visiting our website.
Governing Body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	By writing to Haggerston School
<b>Our policies and procedures</b> <b>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b>	
Current information only	
School policies including: <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staff recruitment policy</li> <li>• Equal opportunities &amp; anti-bullying policy</li> <li>• Freedom of information policy</li> <li>• CCTV policy</li> </ul>	By writing to Haggerston School or, in many cases, by visiting our website.
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Public sector equality duty statement</li> <li>• RE and Collective Worship</li> <li>• Careers education, Advice, Information and Guidance</li> <li>• School Discipline and Pupil Behaviour</li> </ul>	By writing to Haggerston School or, in many cases, by visiting our website.
Records management and personal data policies: <ul style="list-style-type: none"> <li>• Data protection policy (including information security)</li> </ul>	By writing to Haggerston School
Charging regimes and policies: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> </ul>	By writing to Haggerston School or visiting our website.

## **Lists and Registers**

Currently maintained lists and registers only (This does not include attendance registers)

Curriculum circulars and statutory instruments	By writing to Haggerston School
Disclosure logs	By writing to Haggerston School
Asset register	By writing to Haggerston School
Any information the school is currently legally required to hold in publicly available registers.	By writing to Haggerston School

## **The services we offer**

**(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)**

Current information only. Some information may only be available for inspection

Extra-curricular activities	By writing to Haggerston School or visiting our website.
Out of school clubs	By writing to Haggerston School or visiting our website.
Services for which the school is entitled to recover a fee, together with those fees	By writing to Haggerston School
School publications, leaflets, books and newsletters	Hard copy and/or website