

# **Saffron Walden County High School**



## **Freedom Of Information Requests Policy and Publication Scheme**

**Date adopted or ratified; 12<sup>th</sup> September 2016**

**Reviewed; June 2025**

**This policy is regularly reviewed following recommended  
guidelines**

SWCHS is committed to openness and transparency in the provision of information to all persons or organisations who request it.

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000:

- Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in our Publications Scheme which is available from the school office or on our school website
- We will normally confirm within 5 working\* days whether or not we hold the information you request and, if we do, we will provide it within 20 working\* days. **\*Please note: Working days refers to term time only as contained in Statutory Instrument 3364.**
- Requests must be made in writing (letter, email or fax) to ensure that we have a clear statement of what is requested. Please send your request to:
  - Mrs K Hutchinson (PA to Headteacher)
  - Saffron Walden County High School
  - Audley End Road
  - Saffron Walden
  - Essex CB11 4UH
- In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation.
- If you do not accept our reasons for declining to disclose the information requested you should write to the Chair of Governors at the school in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioner at:
  - The Information Commissioners Office
  - Wycliffe House
  - Water Lane
  - Wilmslow
  - Cheshire
  - SK9 5AF Telephone 01625 545700 – Helpline is open from 9am to 5pm, Monday to Friday
  - Fax 01625 524510
  - Email [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)
- Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publications Scheme as being available either free of charge or at a stated

charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act. (See '**Charges**' below).

- If we intend to charge for the provision of information, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment (cash or cheque). The time allowed for us to provide the information (20 working\* days) does not include the period between the issuing of the fees notice and the receipt of the payment.
- We may be unable to provide the information you request for any of the following reasons:
  - We do not hold the information
  - We are applying an exemption to the disclosure
  - It would cost the School more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 man hours to gather the information).
- If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.
- The School will seek advice from the Local Authority's Information Governance Manager as necessary to clarify any points or to help resolve any disputes over information requests.

### **CHARGES**

The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- summarising the information;
- putting the information onto CD, video or audio cassette;
- translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

## Publication Scheme

### **Information available under the Freedom of Information Act 2000**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce 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; and*
- *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. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## 2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as, "classes". This is included below, in line with the IFO guidance:

<b>Information to be published</b>	<b>How it can be obtained</b>
<b>Class 1 - Who we are and what we do</b>	
Who's who in the school	Academy Website
Memorandum & Articles of Association, Funding Agreement	Academy Website
Contact details for the Chair of Governors, Chief Executive and Principals	Academy Website
School prospectus	Academy Websites. Printed copy on request
Staffing structure	Printed copy on request
School session time and term dates	Academy website
GCSE and A level results	Academy Website
<b>Class 2 - What we spend and how we spend it</b>	
Annual budget plan and financial statements	Academy Website
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Printed copy on request
Additional funding – Income generation schemes and other sources of funding.	Printed copy on request
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Printed copy on request
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.	Printed copy on request
Staffing and grading structure	Printed copy on request
Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	Printed copy on request
<b>Class 3 - What our priorities are and how we are doing</b>	
School Profile	Academy website (when available)
Government supplied performance data	Academy website (when available)
Latest Ofsted report (summary and full reports)	Academy website (when available)
Performance management policy and procedures	Printed copy on request
School's future plans	Printed copy on request
Every Child Matters policy and procedures	Academy Website (Safeguarding Policy)
<b>Class 4 - How we make decisions</b>	
Admissions policy	Academy Website
Agendas of SAT Board meetings, committees and Academy LGB meetings	Printed copy on request
Minutes of SAT Board meetings, committees and Academy LGB meetings	Printed copy on request
<b>Class 5 - Our policies and procedures</b>	
Policies including:	SWCHS Website:
- Charging and remissions policy	(Charging and Remission Policy)
- Health and safety policy	(Health and Safety Policy)

- Complaints policy	(Complaints Policy)
- Staff conduct policy	Printed copy available on request
- Staff discipline and grievance policies	Printed copy available on request
- Information request handling policy	(Freedom of information policy)
- Equality and diversity (including equal opportunities) policies	(Equality and Diversity Policy)
- Staff recruitment policies	Printed copy available on request
Pupil and curriculum policies including:	<a href="#">SWCHS Website:</a>
- Home-school agreement	(Home School Agreement)
- Curriculum	See relevant subject pages on website
- Sex education	(Sex and Relationship Education Policy)
- Special educational needs	(SEND policy)
- Accessibility	(Equality and Diversity Policy)
- Race equality	(Staff Equality Policy and Student Equality Policy)
- Collective worship	(SMSC and Collective Worship Policy)
- Careers education	Academy Website
- Pupil discipline	(Student Behaviour Policy)
Records management and personal data policies including:	<a href="#">SWCHS Website (specific document)</a>
- Information security policies	Printed copy on request
- Records retention, destruction and archive policies	Printed copy on request
- Data protection (including information sharing) policies	Printed copy on request
<b>Class 6 - List and Registers</b>	
Curriculum circulars and statutory instruments	Printed copy on request
Disclosure logs	Held at the school, but confidential, any FOI request will be considered on a case by case basis
Asset register	Printed copy on request
Any information the school is currently legally required to hold in publicly available registers (not including attendance register)	Printed copy on request
<b>Class 7 - The services we offer</b>	
Extra-curricular activities	Academy website
Out of school clubs	Academy Website
School publications	Academy website
Services for which the school is entitled to recover a fee	Academy website (Charging and Remission Policy).
Leaflets books and newsletters	Academy Website Printed copy on request

### Feedback and Complaints

We welcome any comments or suggestions you may have about the 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 or Chairman of Governors.

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: