



FREEDOM OF INFORMATION POLICY 2019

Responsibility:	
Review:	August 2020

1. Freedom of Information Policy

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme from 1 January 2009. Pencoedtre High School is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by the school, subject to exemptions and conditions laid down by law. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically.

This Policy outlines information regarding the Act with details of the procedures to follow should a request for information be received. The Policy is based on the Model publication scheme Version 1.2 20151023 provided by the ICO. It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the Data Protection Act 1998. Requests for access to such information will be governed in line with the requirements of this legislation.

This publication scheme commits Pencoedtre High School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the School.

The policy conforms to the model scheme for schools and academies approved by the Information Commissioner. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body.

Relationship with the Data Protection Act 1998

Pencoedtre High School is under a legal duty to protect personal data under the Data Protection Act 1998 including current and former employees and pupils.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

2. Information included in the guide to information

The guide includes a list of the information that the school holds, how it will make the information routinely available, how the information can be accessed, whether or not a charge will be made for it and if so, what the cost will be. A copy of the FOIA policy is kept in the school office and is on the school website.

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'.

The classes of information that we undertake to make available are organized into 7 broad topic areas:

- **Who we are and what we do** - This includes organisational information, structures, locations and contacts etc.
- **What we spend and how we spend it** - This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year
- **What our priorities are and how we are doing** - This includes the school's strategies and plans, performance indicators, audits, inspection and reviews etc.
- **How we make decisions** - This includes information on decision making processes and records of decisions for the current and previous three years
- **Our policies and procedures** - This includes the school's current written protocols, policies and procedures for delivering our services and responsibilities. The school has a policy file which includes an overview of all of these policies and procedures and their review timetable.
- **Lists and Registers** - This includes currently maintained lists and registers only
- **The services we offer** - This includes current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

The classes of information will not generally 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 and 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. Fees and charging

Information through the school's publication scheme is readily available. It can be accessed through the school website at no charge or through the school office at a low charge per black and white, single sided A4 sheet. These charges are made for activities such as printing, photocopying and postage as well as information that the school is legally authorised to charge for. Anyone requesting information will be informed of any charge before the information is provided. The school may ask for payment before providing the information. Should the school receive a FOI request which requires significant staff time to prepare and compile the information a charge will be levied for time.

4. FOI requests and the publication scheme

Methods of Publication

Where it is within the capability of our school, information will be provided on our website or through the Vale of Glamorgan Portal. Where it is impracticable to make information available on our website or when an individual does not wish to access the information digitally or electronically, we will ensure that the same information can be obtained through the school office.

In exceptional circumstances some information may be available only by viewing in person, for example personal information. Where this manner is specified, contact

details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

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

Dealing with Requests

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Pencoedtre High School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, Pencoedtre High School is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 working day period. Repeated or vexatious requests for information will be refused. The School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Pencoedtre High School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as “non-absolute”) exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. The School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £500). Pencoedtre High School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Exemptions

- Information accessible by other means (e.g. website or prospectus)
- Personal Information – this is covered by the Data Protection Act 1998 (unless the enquirer wishes to know what information is held about themselves)
- Environmental Information (e.g. regarding playing fields, car parking, phone masts etc.)
- Requests can also be denied if the information is simply not held by the school; if the cost of accessing the information is above £500, or the request is considered vexatious* or repeated

(*Vexatious request- one that is designed to cause inconvenience, harassment or expense rather than to obtain information, and would require a substantial diversion of resources or undermine the work of the school)

How to request information

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter.

Requests must be in writing, and include the enquirer's name and correspondence address. They must also include a description of exactly what information is needed. Enquirers do not need to say why they require the information. Enquiry request should be addressed to:

Mr Tyrone Davies
 Head of Pencoedtre High School
 Merthyr Dyfan Road, Barry, CF62 9YQ
 E-Mail: PencoedtreHS@valeofglamorgan.gov.uk

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in bold CAPITALS).

Alternately to view the range of online publications and information we hold digitally please visit our school website at **INSERT**

It is important to note that the school's publication scheme sets out the information that is routinely available. Information that is not listed in the guide to information may still be requested and will be made available unless it can be legitimately withheld. Requests for information should be made to the Head Teacher. Guide to information available from Pencoedtre High School under the Freedom of Information publication scheme.

5. More information

Further information on freedom of information, can be found on the Information Commissioner's Office (ICO) website or by contacting the ICO on:

Phone: 08456 30 60 60 or 01625 54 57 45

Email: by using the online enquiry form on the ICO website

WWW: www.ico.gov.uk

6. FOIA Disclosure Log maintained by School

Record of FOIA Requests				
Date	FOIA Request	Member of Staff	Cost/payment received	Date of completion

Guide to information available from **Pencoedtre High School** under the Freedom of Information publication scheme. CLASS 1

Who we are and what we do - This includes organisational information, structures, locations and contacts etc.

Information to be published	How the information can be obtained	Cost
Who's who in the school Staff lists, both teaching and non-teaching staff and Staffing Structure.	Hard copy Contact school office	10p/sheet
Who's who on the governing body and the basis of their appointment	Hard copy Contact school office	10p/sheet
Instrument of Governance	Hard copy Contact school office	10p/sheet
Contact details for Head teacher and for the governing body (named contacts where possible with telephone number and email address, if used)	Hard copy Contact school office	10p/sheet
<p>School prospectus including</p> <p>The name, address and telephone number of the school, and the type of school.</p> <ul style="list-style-type: none"> • The names of the headteacher and chair of governors. • Information about admissions. • A statement of the school's ethos and values. • 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. • Information about the school's policy on providing for pupils with special educational needs. • Number of pupils on roll at time of publication and attendance rates of pupils' including authorised and unauthorised absences. • National Curriculum assessment results for appropriate Key Stages, with national summary figures. • Use of the Welsh Language. • KS4 and Post 16 results in the school, locally and nationally. This includes the number of pupils studying for and percentage achieving other vocational qualifications. • School session times and term dates • The destinations of school leavers. • A description of the arrangements for the admission of pupils with disabilities. • The accessibility plan - increasing access by those with disabilities to the school (from April 	Hard copy Contact school office	Free

2004). • The school's targets for Key Stage 3 assessments. • The school's targets for public examinations at Key Stage 4.		
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Guide to information available from Pencoedre High School under the Freedom of Information publication scheme. CLASS 2.

What we spend and how we spend it - This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy Contact school office	10p/sheet
Capitalised funding	Hard copy Contact school office	10p/sheet
Procurement and projects	Hard copy Contact school office	10p/sheet
Pay policy	Hard copy Contact school office	10p/sheet
Staffing and grading structure	Hard copy Contact school office	10p/sheet
Staffing structure	Hard copy Contact school office	10p/sheet

Guide to information available from Pencoedre High School under the Freedom of Information publication scheme. CLASS 3

What our priorities are and how we are doing - This includes the school's strategies and plans, performance indicators, audits, inspection and reviews etc.

Information to be published	How the information can be obtained	Cost
School profile: <input type="checkbox"/> Government supplied performance data <input type="checkbox"/> The latest Ofsted report <input type="checkbox"/> Post Inspection action plan	Hard copy Contact school office	10p/sheet

- Summary - Full report		
Performance management policy and procedures adopted by the governing body.	Hard copy Contact school office	10p/sheet
Schools future plans (School Improvement Plan)	Hard copy Contact school office	10p/sheet

Guide to information available from Pencoedtre High School under the Freedom of Information publication scheme. CLASS 4

How we make decisions - This includes information on decision making processes and records of decisions for the current and previous three years

Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admissions decisions)	Hard copy Contact school office	10p/sheet
Agendas of meetings of the governing body and (if held) its sub-committees including the Governors' Annual Report	Hard copy Contact school office	10p/sheet
Minutes of meetings (as above) – please note that this will exclude information that is properly regarded as private to the meetings	Hard copy Contact school office	10p/sheet

Guide to information available from Pencoedtre high School under the Freedom of Information publication scheme. CLASS 5.

Our policies and procedures - This includes the school's current written protocols, policies and procedures for delivering our services and responsibilities. The school has a policy file which includes an overview of all of these policies and procedures and their review timetable.

Information to be published	How the information can be obtained	Cost
<p>School policies including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable Use of the Internet and ICT Policy <input type="checkbox"/> Assessment, Recording and Reporting Policy <input type="checkbox"/> Charging and Remissions Policy <input type="checkbox"/> Child Protection Policy <input type="checkbox"/> Careers Guidance <input type="checkbox"/> Collective Worship/Assembly Policy <input type="checkbox"/> Complaints Procedure <input type="checkbox"/> Curriculum Policy <input type="checkbox"/> Equal Opportunities and Racial Equality Policy <input type="checkbox"/> Exams Policy <input type="checkbox"/> Finance Procedures/FMSIS <input type="checkbox"/> First Aid Procedures 	Hard copy Contact school office	10p/sheet

<ul style="list-style-type: none"> <input type="checkbox"/> Food Policy <input type="checkbox"/> Healthy Schools Award Scheme Information <input type="checkbox"/> Health and Safety Policy and Emergency Plan <input type="checkbox"/> Home-school agreement and Home School Policy <input type="checkbox"/> Homework policy <input type="checkbox"/> Lettings Agreement <input type="checkbox"/> Personal Social and Health Education <input type="checkbox"/> Pupil Behaviour and Anti-Bullying Policy <input type="checkbox"/> Religious Education Policy <input type="checkbox"/> School Access Plan and Disability Equality Scheme Policy <input type="checkbox"/> School session times - dates of school terms and holidays. <input type="checkbox"/> School arrangements/ transportation for students <input type="checkbox"/> School PTA <input type="checkbox"/> Sex Education Policy <input type="checkbox"/> Smoking Policy <input type="checkbox"/> Special Educational Needs <input type="checkbox"/> Staff Absence and Cover Policy <input type="checkbox"/> Staff Appraisal Procedure <input type="checkbox"/> Staff Conduct Policy <input type="checkbox"/> Staff Development and Performance Management Policy <input type="checkbox"/> Staff Discipline Procedure <input type="checkbox"/> Staff Grievance Procedure <input type="checkbox"/> Staff Recruitment Policy <input type="checkbox"/> Staff Probationary Guidelines <input type="checkbox"/> Teaching and Learning Policy 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Data protection (including information sharing policies) <input type="checkbox"/> Privacy Notice <input type="checkbox"/> Freedom of Information – publication scheme 	<p>Hard copy Contact school office</p>	<p>10p/sheet</p>

Guide to information available from Pencoedre High School under the Freedom of Information publication scheme. CLASS 6

Lists and Registers - This includes currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	This information may only be available by inspection	N/A
FOI Disclosure logs	This information	N/A

	may only be available by inspection by approved agencies	
Asset register	This information may only be available by inspection by approved agencies	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	This information may only be available by inspection by approved agencies	N/A

Guide to information available from Pencoedtre High School under the Freedom of Information publication scheme. CLASS 7

The services we offer - This includes current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Hard copy Contact school office	10p/sheet
Out of school clubs	Hard copy Contact school office	10p/sheet
School publications	Hard copy Contact school office	10p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy Contact school office	10p/sheet
Transition Guide - Pre- admission guidebook to the school	Hard copy Contact school office	10p/sheet
Option Books - End of Ks3 subjects to study information & Post 16 and handbooks	Website INSERT website	Free
Newsletter - Termly newsletters/ circulars on school events	Website INSERT website	Free

Additional information requests made to Pencoedtre High School under the Freedom of Information publication scheme can be made to the school office via email / phone or in writing.

Schedule of charges

This describes the basis on which the above charges have been made and how they are calculated.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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Statutory Fee	This includes all costs for photocopying and postage of documents (see below)	In accordance with the relevant legislation (FOI Act 2005)
Disbursement cost	Photocopying/printing @ 10p per sheet (black and white) please not if colour copying or larger copies are required additional charges will be incurred. Postage: (standard small envelope) (C5/A4 envelope)	Cost of photocopying and administration Actual cost of Royal Mail standard 2nd class

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 need to make a complaint then initially this should be addressed to The Headteacher Dr. VM Browne.

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 using their helpline on **0303 123 1113**.