



1. Introduction

Richard Challoner School is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests.

2. Background

The Freedom of Information Act 2000 (Fol) came fully into force on 1st January 2005. Under the Act, any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information and to receive a copy, subject to certain exemptions.

The information which the school routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

The Act is fully retrospective, so that any past records which the school holds are covered by the Act. The DfE has issued a Retention Schedule produced by the Records Management Society of Great Britain, to guide schools on how long they should keep school records. It is an offence to wilfully conceal, damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

Requests under Fol can be addressed to anyone in the school; so all staff need to be aware of the process for dealing with requests. Requests must be made in writing, (including email), and should include the enquirer's name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information. There is a duty to respond to all requests, telling the enquirer whether or not the information is held and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to an Fol enquiry. There is a time limit of 20 days, excluding school holidays, for responding to the request.

3. Scope

The Fol Act joins the GDPR, Data Protection Act and the Environmental Information Regulations as legislation under which anyone is entitled to request information from the school.

Requests for personal data are covered by the GDPR. Individuals can make a Subject Access Request (SAR) to see what information the school holds about them.

Requests for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by the Environmental Information Regulations (EIR). They also cover issues relating to Health and Safety. For example, queries about chemicals used in the school or on school land, phone masts, car parks, etc, would all be covered by the EIR. Requests under EIR are dealt with in the same way as those under FoIA but, unlike FoIA requests, they do not need to be written and can be verbal.



If any element of a request to the school includes personal or environmental information, these elements must be dealt with under GDPR or EIR. Any other information is a request under FoIA and must be dealt with accordingly.

4. Obligations and Duties

The school recognises its duty to

- provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.
- tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny) and provide access to the information we hold in accordance with the procedures laid down in this policy.

5. Dealing with Requests

We will respond to all requests in accordance with the procedures within this policy.

We will ensure that all staff are aware of the procedures.

6. Exemptions

Certain information is subject to either absolute or qualified exemptions. When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information.

We will maintain a register of requests where we have refused to supply information and the reasons for the refusal. The register will be retained for five years.

7. Public Interest Test

Unless it is in the public interest to withhold information, it has to be released. We will apply the Public Interest Test before any qualified exemptions are applied.

8. Charging

We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450.

9. Responsibilities

The Governing Body has delegated the day-to-day responsibility for compliance with the FoIA to the Head Teacher

Freedom of Information

Guide to information available from Richard Challoner School under the model publication scheme.

PLEASE NOTE:

When a hard copy of information that is freely available on the school website is requested, a charge of 20p per page will be made + postage.

Postage on any requests for information will be charged at cost based on current 2nd class postage rate.

| Information to be published | How the information can be obtained | Cost |
|--|---|------|
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | | |
| Who's who in the school | Limited info on website Apply in writing | Nil |
| Who's who on the governing body and the basis of their appointment | Apply in writing | Nil |
| Instrument of Government | Apply in writing | |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address) | Apply in writing | Nil |
| School prospectus | Website | Nil |
| Annual Report | Website | Nil |
| Staffing structure | Apply in writing | Nil |
| School session times and term dates | Website | Nil |
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Only current and previous financial year will be made available. | | |
| Annual budget plan and financial statements | Apply in writing | Nil |
| Capitalised funding | Apply in writing | Nil |
| Additional funding | Apply in writing | Nil |
| Procurement and projects | Apply in writing | Nil |
| Pay policy | Apply in writing | Nil |

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| Staffing and grading structure | Apply in writing | Nil |
| Governors' allowances | Apply in writing | Nil |

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| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>This will be current information only</p> | | |
| <p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report | Report on website Apply in writing | Nil |
| Performance management policy and procedures adopted by the governing body. | Apply in writing | Nil |
| Schools future plans | Apply in writing | Nil |
| Every Child Matters – policies and procedures | Apply in writing / some on website | Nil |
| <p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years</p> | | |
| Admissions policy/decisions (not individual admission decisions) | Current available in prospectus on website. Other years, apply in writing. | Nil |
| Agendas of meetings of the governing body and (if held) its subcommittees | Apply in writing | Nil |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings. | Apply in writing | Nil |

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| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | | |
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| <p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions policy • Health and Safety policy • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies | <p>Much of this information can be found in the prospectus on the website. Otherwise, apply in writing.</p> | <p>Nil</p> |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum | <p>Much of this information can be found in the</p> | <p>Nil</p> |
| <ul style="list-style-type: none"> • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline | <p>prospectus on the website. Otherwise, apply in writing.</p> | |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) | <p>Some available on the website or apply in writing.</p> | <p>Nil</p> |
| <p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> | <p>Apply in writing.</p> | <p>Nil</p> |

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| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | | |
| <p>Curriculum circulars and statutory instruments</p> | <p>Apply in writing.</p> | <p>Nil</p> |
| <p>Disclosure logs</p> | <p>Apply in writing.</p> | <p>Nil</p> |
| <p>Asset register</p> | <p>Apply in writing.</p> | <p>Nil</p> |
| <p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p> | <p>Apply in writing.</p> | <p>Nil</p> |

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| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | | |
| Extra-curricular activities | Prospectus / Website | Nil |
| Out of school clubs | Prospectus / Website | Nil |
| School publications | Prospectus / Website | Nil |
| Services for which the school is entitled to recover a fee, together with those fees | Apply in writing. | Nil |
| Leaflets books and newsletters | Website | Nil |

Additional Information

There is a significant amount of information on the school website, including the prospectus, copies of letters sent home, policies etc. Please check relevant sections of the website before approaching the school for information.

Contact details:

Requests made under the Freedom of Information act should be addressed in writing (or email) to:

Data Protection Officer Richard Challoner School Manor Drive North New Malden Surrey KT3 5PE

Email: dataprotection@richardchalloner.com – subject line to include: FAO Data Protection Officer

Schedule of Charges:

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|---|---|--|
| Disbursement cost | Photocopying/printing @ 2p per sheet (black & white) | Actual cost and Admin time* |
| | Photocopying/printing @ 12p per sheet (colour) | Actual cost and Admin time* |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | Nil | In accordance with the relevant legislation (quote the actual statute) |
| Hard copies of information freely available on the website | Photocopying/printing @ 20p per sheet (black & white) | Cost + Admin time |