

# Hartismere Family of Schools



## Freedom of Information Policy

## Introduction

All public authorities, including schools, are required under the Freedom of Information Act, to adopt a publication scheme that has been approved by the Information Commissioner. A copy of the scheme is available here: <https://ico.org.uk/media2/for-organisations/documents/1153/model-publication-scheme.pdf>

This policy applies to both the trust and the schools within the trust:

- Benjamin Britten School
- Carlton Colville Primary School
- Hartismere School
- Somerleyton Primary School
- Woods Loke Primary School

## Guide to Information

To access general information about the trust or one of its schools, please use the associated website, which will be updated regularly. Hard copies of the information held on websites can be made available upon request.

You have the right to request any information included in the Publication Scheme, subject to certain, clearly identified, conditions and exclusions. Upon receiving a request, we will:

- tell you whether we hold the information falling within the scope of your request; and
- provide that information, normally within 20 working days, or tell you why we can not

Information to be published	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do</b>  Organisational information, structures, locations and contacts.	(Website and/or hard copy)	(Please see table below for costs incurred)
Articles of Association	Trust website	
School prospectus	(Website and/ or hard copy)	
Curriculum Information	Website	
Governing Body Information	Website	
School session times and term dates	Website	
Location and contact information	Website	

<b>Class 2: What we spend and how we spend it</b>	(Trust website and/or hard copy) (Information about Pupil Premium spending can be located on individual school's website)	
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.		
Annual accounts and financial statements	Trust website	
Capital funding	Hard copy	
Financial audit reports	Trust website (within Annual accounts and financial statements)	
Procurement and contracts	Hard copy	
<b>Class 3: What our priorities are and how we are doing</b>	(Website and/or hard copy)	
Strategies and plans, performance indicators, audits, inspections and reviews.		
Performance data supplied to the government	Available through searching the Trust's or school's name in the following database: <a href="https://www.get-information-schools.service.gov.uk/Search?SelectedTab=Groups">https://www.get-information-schools.service.gov.uk/Search?SelectedTab=Groups</a>	
Latest Ofsted report	Available through searching the school's name in the following database: <a href="https://reports.ofsted.gov.uk/">https://reports.ofsted.gov.uk/</a>	
Performance management information	Hard copy	
The school's future plans	Hard copy	
Safeguarding and child protection	Website	
<b>Class 4: How we make decisions</b>	(Website and/or hard copy)	
Decision-making processes and records of decisions.		
Admissions policy / decisions	Website	
Minutes of meetings of the governing body and its committees	Hard copy	
<b>Class 5: Our policies and procedures</b>	(Website and/or hard copy)	
Current written protocols, policies and procedures for delivering our services and responsibilities		
School policies and other documents	(Website and/or hard copy)	

Records management and personal data policies	Website	
Equality and diversity	Website	
Policies and procedures for the recruitment of staff	Website	
Charging regimes and policies	Website	
<b>Class 6: Lists and registers</b>	(Website and/or hard copy)	
Curriculum circulars and statutory instruments	Hard copy	
<b>Class 7: The services we offer</b>	(Website and/or hard copy)	
Information about the services the school provides including leaflets, guidance and newsletters.		
Extra-curricular activities and out of school clubs	Website	
School publications	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
Leaflets, booklets and newsletters	(Website and/or hard copy)	

## 1. Fees

All information on our website can be viewed and used free of charge, subject to any stated copyright conditions that may apply.

Where there are significant direct costs involved in providing the information you have requested, such as photocopies, photographs, recordings and postage costs, these costs will be passed on to you in a Fees Notice. The current schedule of charges is provided below.

<b>Category</b>	<b>Charges (inclusive of VAT &amp; subject to £25 waiver for individuals, £10 for businesses)</b>
Postal charge – normally first class	Actual cost
Printing or copying Charges	
A4 copy (or smaller) Monochrome	Actual cost (2p per side)
A4 copy (or smaller) Colour	Actual cost (6p per side)
A3 copy Monochrome	Actual cost (2p per side)
A3 copy Colour	Actual cost (7p per side)
Costs for electronic data transfer/Transfer of data CD	Dependant on size of dataset

Most requests can be refined to avoid incurring additional charges, such as staff operational costs. However, in certain cases, other legislation allows us to charge for disclosing the information and this may run into hundreds of pounds. When this happens, we will inform you at the time you make your request. All charges must be agreed with and paid by the enquirer before any work begins.

## 2. Data Retention Periods

The School follows the retention guidelines set out by the Information and Records Management Society (IRMS), available here: <https://irms.org.uk/page/AcademiesToolkit>

## 3. Exemptions

We are committed to making as much information as possible available, but some necessary exemptions from disclosure are allowed under Freedom of Information legislation. These include:

- where the information requested is already accessible to the requester (e.g in the public domain)
- where vexatious or repeated requests are received
- where the information is intended for future publication or part of ongoing research
- where the costs associated with obtaining the information exceed the appropriate cost limit
- if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests
- court records
- where someone's health or safety could be harmed or where it would be harmful to another person
- confidential information received by another person
- where disclosure could cause prejudice to audit functions
- where information relates to security bodies or national security
- correspondence with the royal family
- where the information falls under parliamentary privilege
- any request that falls under Environmental Information Regulations 2004 (must be dealt with under those regulations)
- where it may not be in the public interest to disclose the information

If we refuse all or any part of a request, we will send you a written refusal notice.

In some cases, confirming that information is or is not held may be sensitive. In these cases, we may give a 'neither confirm nor deny' (NCND) response. In some cases, we cannot release the information until a specific date.

## 4. Personal Information

Most requests for personal information are dealt with as a Subject Access Request under GDPR. Please see the school's Privacy Notice, available on our website or in hard copy from the school.

## 5. Complaints

If you have any comments or complaints about our approach to Freedom of Information, please contact us:

**E-mail:** [office@hartismere.com](mailto:office@hartismere.com)

**Phone:** 01379 870315

**Post:** Hartismere Family of Schools, Hartismere School, Castleton Way, Eye, Suffolk. IP237BL