



Freedom of Information

Freedom of Information Act 2000

This procedure is defined by the ICO regarding the definition document for the governing bodies of maintained and other state-funded schools in England

For the avoidance of doubt, this document covers all schools in England that are subject to the Freedom of Information Act 2000 (FOIA), including academies and free schools. Sixth form colleges may opt to use either this definition document or the one for colleges of further education, as appropriate to their constitution, and must make clear which document they are using.

This guidance will be of most use to schools developing their own guide to information. Smaller schools may alternatively use the template Guide to Information for the schools sector.

The guidance is intended to assist schools by giving examples of the kinds of information that we would expect them to provide in order to meet their commitments under the FOIA model publication scheme. Schools should note that they are not expected to routinely publish all information; for example, where they do not hold it or where it is publicly available elsewhere or is exempt. We list such circumstances below.

We would expect schools to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, the school should provide details of where to obtain it.

The guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and schools should look to provide as much information as possible on a routine basis.

As a minimum we expect schools to make available information that is required by statute or by the Department for Education or by virtue of a funding agreement, for example. For the avoidance of doubt, we would not expect schools that are subject to a funding agreement to provide information contrary to its provisions, although we consider such a conflict to be unlikely to arise.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on the dataset provisions in FOIA](#). This explains what is meant by "not appropriate" and "capable of re-use".

Who we are and what we do

Organisational information, structures, locations and contacts. We would expect information in this class to be current information only.

INFORMATION ON THE COLLETT SCHOOL, StLUKE'S SCHOOL AND FOREST HOUSE EDUCATION CENTRE CAN INITIALLY BE FOUND ON THE SCHOOLS' WEBSITES.

Instrument of Government / Articles of Association

The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.

THIS IS AVAILABLE ON THE SCHOOL WEBSITE

School prospectus and curriculum

The contents of the school prospectus (if any). Once a prospectus has been published and made available to parents, access to it should be available to anyone.

THE SCHOOL PROSPECTI CAN BE FOUND ON THE SCHOOLS' WEBSITES

An outline of the school curriculum.

THE SCHOOL CURRICULUM IS AVAILABLE ON THE SCHOOLS' WEBSITES AND COPIES GIVEN TO PARENTS OF CHILDREN AT THE BEGINNING OF THE YEAR

Governing Body

The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school.

DETAILS OF THE GOVERNING BODY OF THE COLLETT SCHOOL AND, ST LUKE'S/FOREST HOUSE EDUCATION CENTRE AND THEIR ROLES, IS ACCESSIBLE ON THE SCHOOLS' WEBSITES AS WELL AS CONTACT DETAILS THROUGH EACH SCHOOL

School session times and term dates

Details of school session times and dates of school terms and holidays.

TERM DATES, SCHOOL HOURS AND INSET DAYS ARE PROVIDED TO PARENTS AND ARE ON THE SCHOOLS' WEBSITES

Location and contact information

The address, telephone number, email address and website for the school together with the names of key personnel.

DETAILS OF STAFF AND DETAILS ARE ON THE SCHOOL SITES.

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

SCHOOL FINANCES ARE AVAILABLE ON THE SCHOOLS' WEBSITES WITH A BREAKDOWN OF INCOME AND EXPENDITURE

Annual budget plan and financial statements

Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.

DETAILS OF THE SCHOOLS' INCOMES AND FUNDING SOURCES IS AVAILABLE ON THE EACH SCHOOL'S WEBSITE

Details of items of expenditure over £5000, including costs, supplier and transaction information. This should be published at least annually but at a more frequent quarterly or six-monthly interval where it is practical for schools to do so.

DETAILS ARE AVAILABLE IN PUBLISHED FORMAT ON AN ANNUAL BASIS

Capital funding

Information on major plans for capital expenditure .Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.

CAPITAL FUNDING IS ADDRESSED IN THE SCHOOL FINANCE INFORMATION. WE HAVE NO PUBLIC-PRIVATE PARTNERSHIP CONTRACTS WITH REGARD TO THE BUILDINGS OF THE COLLETT SCHOOL, St LUKE'S SCHOOL OR, FOREST HOUSE EDUCATION CENTRE. DETAILS OF OUR CHARITABLE ACCOUNTS ARE AVAILABLE ON THE SCHOOLS' WEBSITES

Financial audit reports

FINANCIAL AUDIT REPORTS ARE AVAILABLE UPON REQUEST FROM EACH SCHOOL

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.

FINANCIAL PROCEDURES AND THE ACQUISITION OF GOODS AND SERVICES ARE AVAILABLE UPON REQUEST FROM THE SCHOOL BUSINESS MANAGER AT EACH SITE

Pay policy

The statement of the school's policy and procedures regarding teachers' pay.

THE SCHOOL'S PAY AND PERFORMANCE APPRAISAL POLICY IS AVAILABLE ON THE SCHOOLS' WEBSITES

Staff pay and grading structures

The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.

STAFF PAY GRADES ARE IDENTIFIED IN THE SCHOOLS' INDIVIDUAL PAY AND PERFORMANCE APPRAISAL POLICIES

Governors' allowances

Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

THE POLICIES ON GOVERNOR'S ALLOWANCES IS ACCESSIBLE ON THE SCHOOLS' WEBSITES

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

REPORTS ON THE SCHOOL'S PERFORMANCE ARE AVAILABLE THROUGHOUT THE SCHOOLS' WEBSITES

Performance data supplied to the government**Latest Ofsted report**

A LINK ON THE EACH SCHOOL WEBSITE TO OUR MOST RECENT OFSTED REPORT IS CLEARLY VISIBLE

Performance management information

THE SCHOOLS' POLICIES ON PERFORMANCE APPRAISAL IS ON EACH SCHOOL WEBSITE

The school's future plans

DETAILS OF EACH SCHOOL'S FUTURE PLANS, ETHOS AND FUNDRAISING IS AVAILABLE ON THEIR SCHOOL WEBSITES

Safeguarding and child protection

INFORMATION REGARDING SAFEGUARDING AND CHILD PROTECTION IS AVAILABLE ON THE SCHOOLS' WEBSITES REGARDING POLICY AND PROCEDURES. DEPENDING ON THE NATURE OF FREEDOM OF INFORMATION REQUESTS, FURTHER INFORMATION MAY BE AVAILABLE UPON APPLICATION

How we make decisions

Decision-making processes and records of decisions.

RECORDS OF DECISION MAKING IS AVAILABLE FOR THE CURRENT YEAR, UPON REQUEST

Admissions policy / decisions

If the school is not its own admissions authority, it should provide an appropriate link to the local authority.

THE WEST HERTS SPECIAL NEEDS TEAM HAS INFORMATION REGARDING THE ADMISSION OF PUPILS TO THE COLLETT SCHOOL AS ITS ADMISSIONS AUTHORITY

Minutes of meetings of the governing body and its committees

Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting. We would expect information in this class to be available at least for the current and previous three years.

MINUTES OF THE GOVERNING BODY AND ITS COMMITTEES IS AVAILABLE UPON REQUEST. A MINIMUM OF THREE YEARS' RECORDS ARE AVAILABLE UPON REQUEST, WITH EARLIER YEARS' MINUTES, AGENDAS AND PAPERS STORED, THOUGH ACCESSIBLE WITH NOTICE

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities including documents that the school is required to have by statute or by its funding agreement or equivalent. We would expect this information to include the required policies listed on the Department for Education's website. It will also include policies and procedures for handling information requests.

CURRENT POLICIES, PROCEDURES AND PROTOCOLS ARE AVAILABLE VIA THE SCHOOL WEBSITES, WITH SOME FURTHER POLICIES AVAILABLE ON REQUEST

Records management and personal data policies

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

THE SCHOOLS' POLICIES ARE AVAILABLE ON THE SCHOOLS' WEBSITES

Equality and diversity

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

THE SCHOOL POLICIES ARE AVAILABLE ON THE SCHOOLS' WEBSITES THAT INCORPORATE OUR EQUALITY AND DIVERSITY ETHOS, PRINCIPLES AND CODE OF CONDUCT

Policies and procedures for the recruitment of staff

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

THE SCHOOLS' POLICIES AND PROCEDURES FOR THE SAFER RECRUITMENT OF STAFF ARE ON THE SCHOOLS' WEBSITES – POLICIES SECTION. ALL POSITIONS ARE ADVERTISED THROUGH 'TEACH IN HERTS' WEBSITE

Charging regimes and policies

Details of any statutory charging regimes should be provided. 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.

THE SCHOOLS' POLICIES ON CHARGING AND REMISSIONS IS ON THE SCHOOLS' WEBSITES IN THE POLICIES SECTION.

We expect this to be information in currently maintained lists and registers only.

Curriculum circulars and statutory instruments

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum.

Asset register

Our Asset registers are kept on the school premises.

Any information the school is currently legally required to hold in publicly available registers

The services we offer

Information about the services the schools provide including leaflets, guidance and newsletters are posted through the schools' websites and online newsletters.

Generally this is an extension of part of the first class of information and may also relate to information covered in other classes.

Examples of services that could be included here are:

- **Extra-curricular activities**
- **Out of school clubs**
- **School publications**
- **Services for which the school is entitled to recover a fee, together with those fees**
- **Leaflets, booklets and newsletters**