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## FREEDOM OF INFORMATION STATEMENT

### 1. Statement of Intent

All public authorities, including schools, are required under the FOI Act to adopt a publication scheme that has been approved by the Information Commissioner. This guidance is to be published on our websites along with this guide to implementing.

### 2. Accepting Requests for Information

2.1. The ALP will only accept a request for information which meets all of the following criteria:

- It is in writing.
- It states name of the applicant and an address for correspondence (postal/email).
- It describes the information requested.

2.2. A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means.
- It is received in legible form.
- It is capable of being used for subsequent reference.

### 3. General Right of Access to Information Held by the School

3.1. Provided that the request complies with section 2 of this policy, the ALP will, no later than 20 working days from receipt of the request, comply with its duty to:

- Confirm or deny to any person making a request for information to the school, whether it holds information of the description specified in the request.
- Provide the documentation, if the school confirms that it holds the requested information.

3.2. The ALP will not comply with section 3.1 of this policy where:

- The ALP reasonably requires further information to meet a freedom of information request, has informed the applicant of this requirement, but was not subsequently supplied with that further information.
- The information 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.
- A request for information is exempt under Section 2 of the Freedom of Information Act 2000.
- The cost of providing the information exceeds the appropriate limit.
- The request is vexatious.
- The request is a repeated request from the same person made within 60 consecutive working days of the initial one.
- A fee notice was not honoured.

3.3. Where information is, or is thought to be, exempt, the ALP will, within 20 working days, give notice to the applicant which:

- States the fact.
- Specifies the exemption in question.

3.4. The information provided to the applicant will be in the format that they have requested, where possible.

3.5. Where it is not possible to provide the information in the requested format, the school will assist the applicant by discussing alternative formats in which it can be provided.

3.6. The information provided will also be in the language in which it is held, or another language that is legally required. If the school is required to translate any information, it will do so.

- 3.7. If, under relevant disability and discrimination regulations, the school is legally obliged to provide the information in other forms and formats, it will do so.

#### **4. The Appropriate Limit**

- 4.1. The ALP will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450.
- 4.2. When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the school will take account only of the costs we reasonably expect to incur in relation to:
- Determining whether it holds the information.
  - Locating the information, or a document which may contain the information.
  - Retrieving the information, or a document which may contain the information.
  - Extracting the information from a document containing it.
  - Costs related to the time spent by any person undertaking any of the activities outlined in section 4.2 of this policy on behalf of the ALP, are to be estimated at a rate of £25 per person per hour.
- 4.3. Where multiple requests for information are made to the school within 60 consecutive working days of each other, either by a single person or by different persons who appear to be acting in concert, the estimated cost of complying with any of the requests is to be taken to be the total costs to the school of complying with all of them.

#### **5. Charging Fees**

- 5.1. The ALP may, within 20 working days, give an applicant who has requested information from one of the schools, a written notice stating that a fee is to be charged for the school's compliance.
- 5.2. Charges may be made for disbursements, such as the following:
- Photocopying.
  - Postage and packaging.
  - Costs directly incurred as a result of viewing information.
- 5.3. Fees charged will not exceed the total cost to the school of:
- Informing the person making the request whether we hold the information.
  - Communicating the information to the person making the request.
- 5.4. Where a fee is to be charged, the ALP will not comply with section 3 of this policy unless the requested fee is paid within a period of three months, beginning with the day on which the fees notice is given to the applicant.
- 5.5. The ALP will not take into account any costs which are attributable to the time spent by persons undertaking any of the activities mentioned in section 5.3 above.
- 5.5. When calculating the 20th working day in which to respond to a freedom of information request, the period beginning the day on which the fee notice is given to the applicant and ending with the day on which the fee is received, will be disregarded.

#### **6. Means By Which Communication Is To Be Made**

- 6.1. Where, on making a request for information, the applicant expresses a preference for communication by any one of the following means, the ALP will, as far as is practicable, give effect to that preference:
- The provision to the applicant of a copy of the information in permanent form or in another form acceptable to the applicant.
  - The provision to the applicant of a reasonable opportunity to inspect a record containing the information.
  - The provision to the applicant of a digest, or summary of the information, in permanent form or in another form acceptable to the applicant.

## **7. Providing Advice and Assistance**

- 7.1. The ALP will meet its duty to provide advice and assistance, as far as is reasonable, to any person who proposes to make, or has made, requests for information to the schools.
  - 7.2. The ALP may offer advice and assistance in the following circumstances:
    - If an individual requests to know what types of information the school holds and the format in which it is available, as well as information on the fees regulations and charging procedures.
    - If a request has been made, but the school is unable to regard it as a valid request due to insufficient information, leading to an inability to identify and locate the information.
    - If a request has been refused, e.g. due to an excessive cost, and it is necessary for the school to assist the individual who has submitted the request.
  - 7.3. The ALP will provide assistance for each individual on a case-by-case basis; examples of how the ALP will provide assistance include the following:
    - Informing an applicant of their rights under the Freedom of Information Act 2000
    - Assisting an individual in the focus of their request, e.g. by advising of the types of information available within the requested category.
    - Advising an applicant if information is available elsewhere and how to access this information.
    - Keeping an applicant informed on the progress of their request.
  - 7.4. In order to provide assistance as outlined above, the ALP will engage in the following good practice procedures:
    - Make early contact with an individual and keep them informed of the process of their request.
    - Accurately record and document all correspondence concerning the clarification and handling of any request.
    - Give consideration to the most appropriate means of contacting the applicant, taking into account their individual circumstances.
    - Discuss with the applicant whether they would prefer to receive the information in an alternative format, in cases where it is not possible to provide the information requested in the manner originally specified.
    - Remain prepared to assist an applicant who has had their request denied due to an exemption.
  - 7.5. The ALP will give particular consideration to what level of assistance is required for an applicant who has difficulty submitting a written request.
  - 7.6. In circumstances where an applicant has difficulty submitting a written request, the school will:
    - Make a note of the application over the telephone and then send the note to the applicant to confirm and return – the statutory time limit for a reply would begin here.
    - Direct the individual to a different agency that may be able to assist with framing their request.
- NB. This list is not exhaustive and the ALP may decide to take additional assistance measures that are appropriate to the case.
- 7.7. Where an applicant's request has been refused either because the information is accessible by other means, or the information is intended for future publication or research, the ALP, as a matter of good practice, will provide advice and assistance.
  - 7.8. The ALP will advise the applicant how and where information can be obtained, if it is accessible by other means.
  - 7.9. Where there is an intention to publish the information in the future, the ALP will advise the applicant of when this publication is expected.

- 7.10. If the request is not clear, the ALP will ask for more detail from the applicant in order to identify and locate the relevant information, before providing further advice and assistance.
- 7.11. If the ALP is able to clearly identify the elements of a request, it will respond following usual procedures and will provide advice and assistance for the remainder of the request.
- 7.12. If any additional clarification is needed for the remainder of a request, the ALP will ensure there is no delay in asking for further information.
- 7.13. If an applicant decides not to follow the ALP's advice and assistance and fails to provide clarification, the ALP is under no obligation to contact the applicant again.
- 7.14. If the school is under any doubt that the applicant did not receive the advice and assistance, the school will re-issue it.
- 7.15. The ALP is not required to provide assistance where an applicant's request is vexatious or repeated, as defined under Section 14 of the Freedom of Information Act 2000.
- 7.16. The ALP is also not required to provide information where the cost of complying with a request exceeds the limit outlined in the Freedom of Information Act 2000. In such cases, the school will consider whether any information can be provided free of charge if the applicant refuses to pay the fee.
- 7.17. A record will be kept by the Business Manager of all the advice and assistance provided.

**8. Publication Scheme**

- 8.1. The ALP will meet its duty to adopt and maintain a publication scheme which specifies the information which it will publish on the school website, and whether the information will be available free of charge or on payment. See Appendix 1.

**Appendices**

- 1. **ICO Model Guidance**
- 2. **ALP Publications Scheme Guidance**

**Other Relevant Policies or Procedures:**

Data Protection Policy  
CCTV Policy

Created <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/>	
Signed: AD	Name: Angela Dyer
Role: Business Manager	Date: June 2022
Adopted	
Signed: LH	Name: Louise Hal
Role: Executive Headteacher	Date: June 2022

# Model publication scheme

## Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.
- Information in draft form.
- 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.

## The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public

authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## FREEDOM OF INFORMATION ACT PUBLICATIONS SCHEME

### 1. 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’. These are contained in section 6 of this scheme.

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

<b>Who we are and what we do:</b>	Constitutional governance, organisational information, structures, locations and contacts.
<b>What we spend and how we spend it:</b>	Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.
<b>What our priorities are and how we are doing:</b>	Strategies and plans, performance indicators, audits, inspections, assessments and reviews.
<b>How we make decisions:</b>	Policy proposals and discussions, decision-making processes and records of decisions, consultations.
<b>Our policies &amp; procedures</b>	Current written protocols, policies and procedures for delivering our services and responsibilities.
<b>Lists &amp; Registers:</b>	Information in currently maintained lists and registers only.
<b>The services we offer:</b>	Advice and guidance, booklets and leaflets and information about the services the school provides.

### Information which will not be made available under this scheme includes:

- 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.
- Information in draft form, or notes, documents in older versions, emails or other correspondence.
- 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.

### 2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Trust office by telephone, email, fax or letter. Contact details are set out below.

<b>Telephone:</b>	01670 812360
<b>Email:</b>	bps@alptrust.co.uk
<b>Contact address:</b>	ALP Office, Bothal Primary School, High Market, Ashington NE63 8NT

To help us to process your request quickly, please clearly mark any correspondence “FREEDOM OF INFORMATION SCHEME REQUEST” (in capitals please).

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact us to ask if we have it.

Documents can be translated under disability legislation into accessible formats where possible.

### 3. Paying for Information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café. Also, by prior arrangement, we can make computers available to members of the local community outside of school hours.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

### 4. Classes of Information Currently Published

#### Who we are and what we do:

##### Instrument of Government

- 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.

##### School curriculum

- An outline of the school curriculum.

##### Governing Body

- The names of our governors and the basis on which they have been appointed, along with details of how to contact them via the school, school governor attendance at meetings, governor pecuniary interests.

##### School session times and term dates

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

##### Location and contact information

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

##### Ethos & Values

- We teach our children to set high expectations for themselves, embracing our values in all they do under the Trust guiding principles of Partnership, Responsibility, Excellence and Opportunity.
- Supported by a hardworking, dedicated and talented staff your child will have opportunities to be "the best they can be", within an innovative curriculum which integrates our "skills for life" to support your child's readiness for secondary school, higher education, training and longer term employability.

#### What we spend and how we spend it:

##### Annual budget plan and financial statements

- For the current and previous 2 financial years:
- 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 items of expenditure over £10,000 including costs, supplier and transaction information. (£)

**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 would include any private finance initiative and public-private partnership contracts.

**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.

<p><b>Pay policy</b></p> <ul style="list-style-type: none"> <li>• The ALP's policy and procedures regarding teachers' pay.</li> </ul>
<p><b>Pupil Premium &amp; Sports Premium</b></p> <ul style="list-style-type: none"> <li>• Pupil premium is intended to directly benefit the children who are eligible, helping to narrow the gap between them and their classmates.</li> <li>• The Primary PE and Sport Premium is awarded to every school with primary aged pupils and is used to fund additional and sustainable improvements to the provision of PE and sport, to encourage the development of healthy, active lifestyles.</li> </ul>
<p><b>Staff allowances and expenses</b></p> <ul style="list-style-type: none"> <li>• Details of the allowances and expenses that can be incurred or claimed. It will include the total of the allowances and expenses paid to individual senior staff members including travel, subsistence and accommodation. For the purpose of this document, "senior staff" means staff on the Senior Leadership Team.</li> </ul>
<p><b>Staff pay and grading structures</b></p> <ul style="list-style-type: none"> <li>• The names and positions of all staff of the school, and how they may be contacted via the school. This will be provided as part of the organisational structure and will include 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.</li> </ul>
<p><b>Governors' allowances</b></p> <ul style="list-style-type: none"> <li>• Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors. N.B. We do not need to publish this.</li> </ul>
<p><b>What our priorities are and how we are doing:</b></p>
<p><b>Performance data supplied to the government</b></p>
<p><b>Latest OFSTED reports</b></p>
<p><b>Appraisal information</b></p> <ul style="list-style-type: none"> <li>• Appraisal policy and procedures adopted by the Governing Body.</li> </ul>
<p><b>The school's future plans</b></p> <ul style="list-style-type: none"> <li>• Any major proposals for the future of the school, if any.</li> </ul>
<p><b>Safeguarding and child protection</b></p> <ul style="list-style-type: none"> <li>• The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.</li> <li>• We uphold and teach 'British Values'. Our pupils consider that these values are aimed at being a good citizen and that we do this by demonstrating: democracy, rule of law, individual liberty, respect and tolerance.</li> <li>• The ALP is very proud of the provision for all groups of learners, including those with special educational needs and disabilities. We are committed to including all children in all aspects of school life and believe that all children, regardless of their ability and behaviour are valued equally.</li> </ul>
<p><b>How we make decisions:</b></p>
<p><b>Admissions policy / decisions</b></p> <ul style="list-style-type: none"> <li>• The school's admission arrangements and procedures, together with information about the right of appeal. This will include information on application numbers/patterns of successful applicants (including criteria on which applications were successful).</li> </ul>
<p><b>Minutes of meetings of the governing body and its committees</b></p> <ul style="list-style-type: none"> <li>• Minutes, agendas and papers considered at such meetings will be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.</li> </ul>

## Our policies & procedures

### School policies and other documents

- This will include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent and will include the required policies listed on the Department for Education's website. It will also include policies and procedures for handling information requests.

### 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.

### Equality and diversity

- This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities. Equality objectives further to the Public Sector Equality Duty will be published.

### Policies and procedures for the recruitment of staff

- Details of current vacancies will be readily available.

### Charging regimes and policies

- Details of any statutory charging regimes will be provided. This will include charges made for information routinely published. They will clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

## Lists & Registers:

### Curriculum circulars and statutory instruments

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

### Asset register

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

## The services we offer:

### Examples of services about which we will provide information

- 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

## 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 Business Manager at the Trust Office address in Section 4.

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:

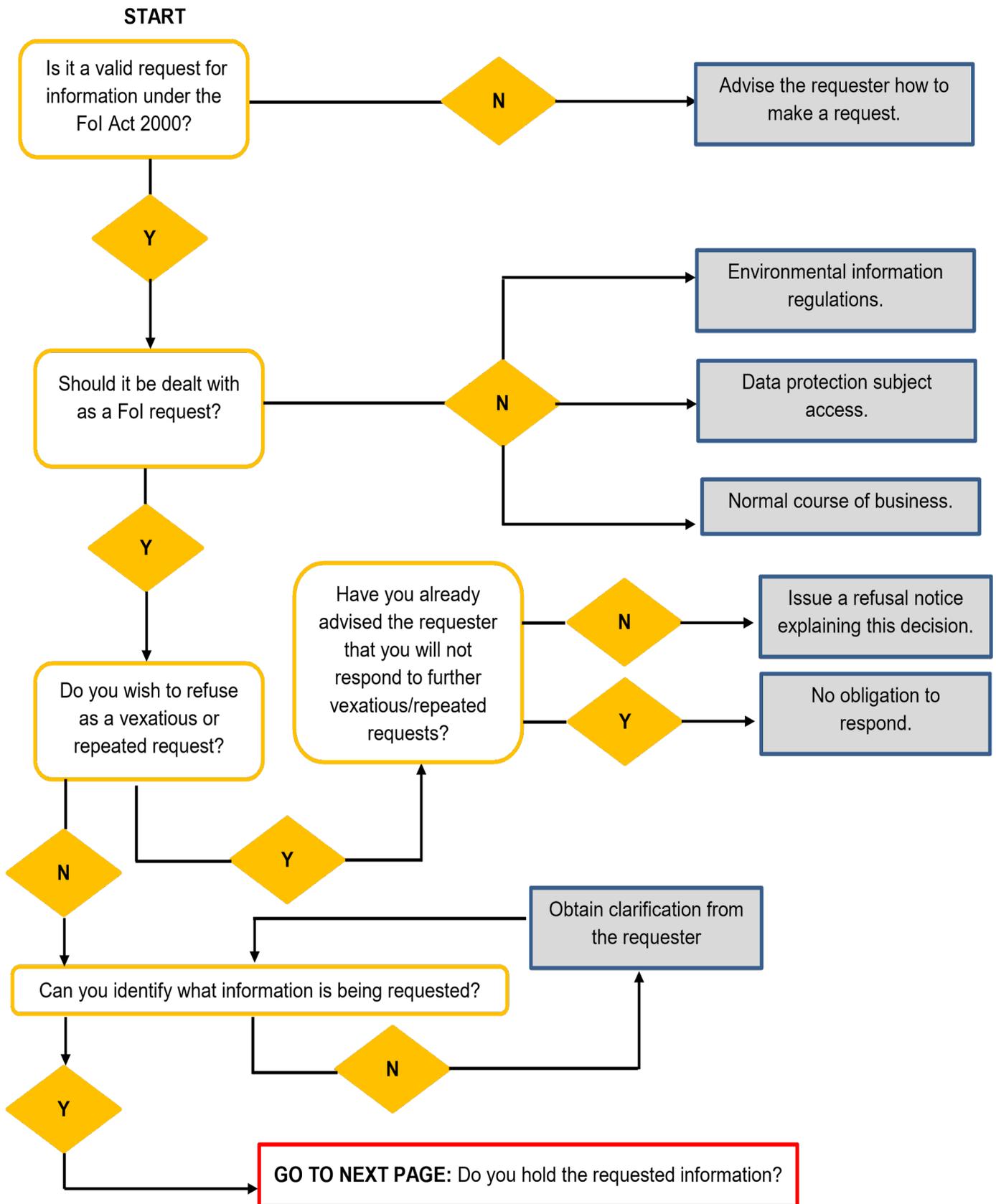
**Telephone:**

0303 123 1113

**Website:**

[www.ico.org.uk/make-a-complaint](http://www.ico.org.uk/make-a-complaint) -  
where you can start a live chat

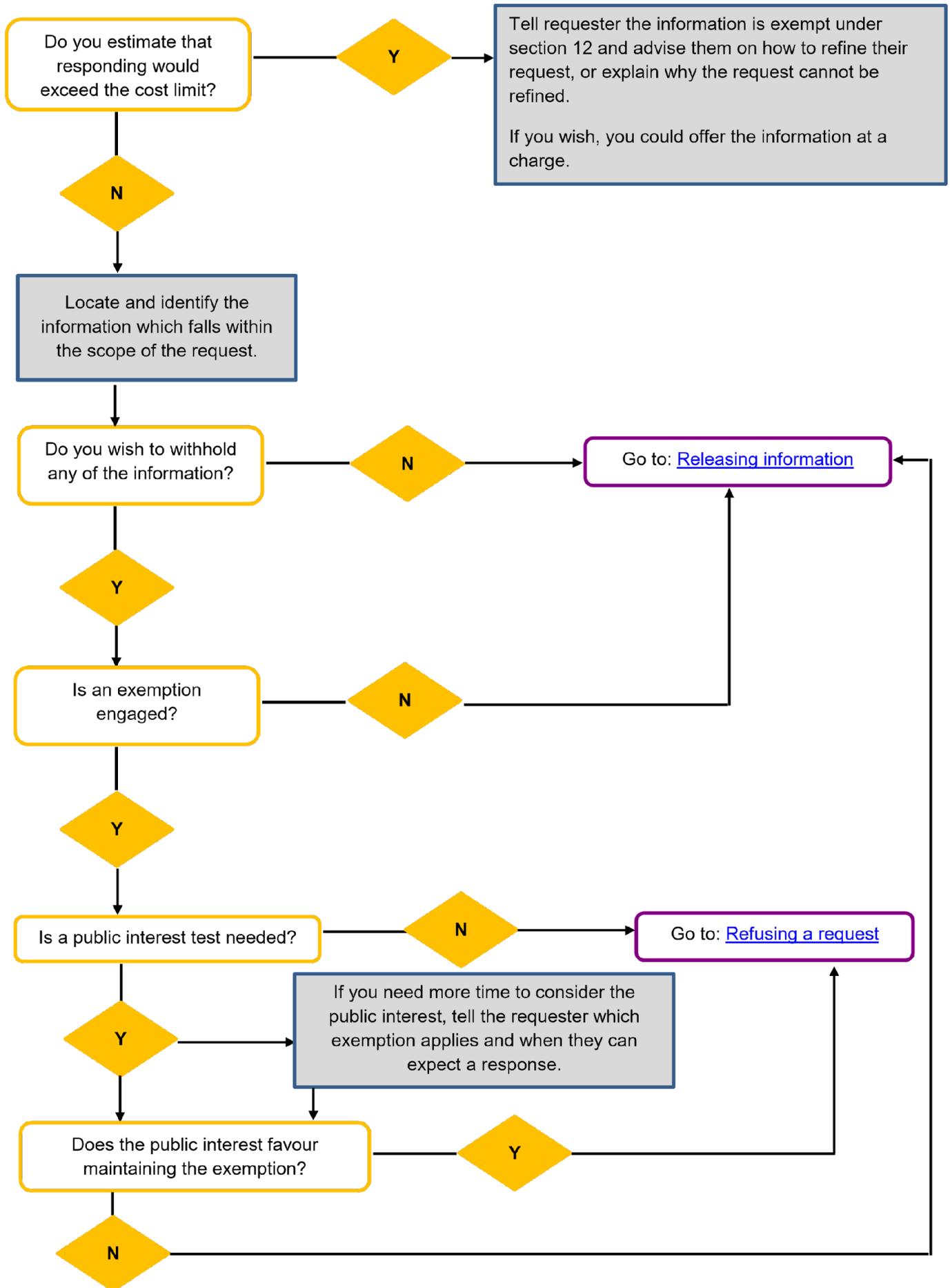
# Freedom of Information (Fol) request flowchart



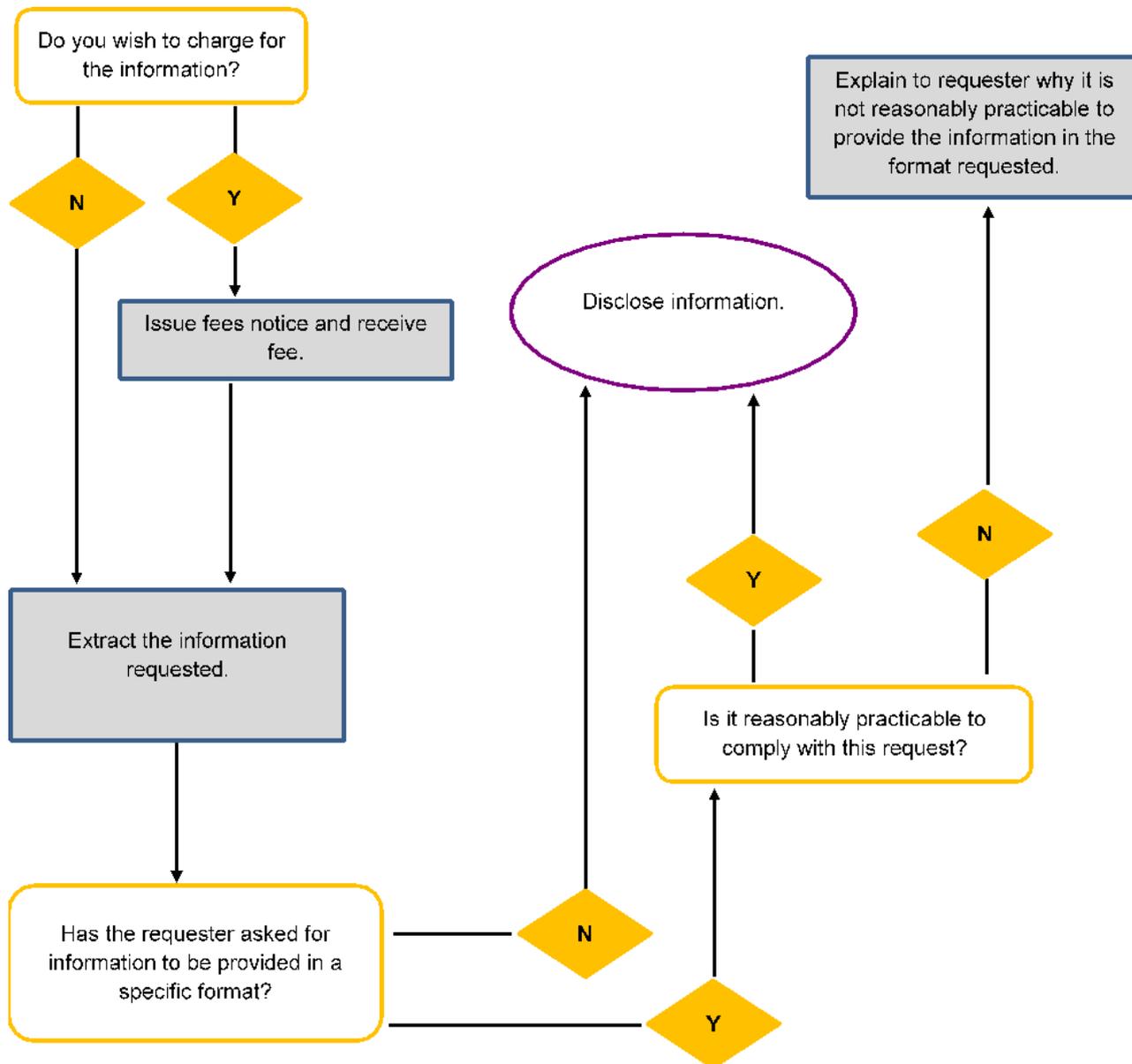




**GO TO NEXT PAGE:** Do you estimate that responding to the request would exceed the cost limit?



## Releasing information



## Refusing a request

