



BLACKPOOL GATEWAY ACADEMY

**FREEDOM OF INFORMATION POLICY**

Written by:	SBM
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## **INTRODUCTION**

This policy provides information on how Blackpool Gateway Academy will meet its responsibilities under the Freedom of Information Act 2000 and the Data Protection Act 1998. From January 2011, there will be a legal right for any person to make a request to an Academy for access to information held by that Academy. Academies are under a duty to provide advice and assistance to anyone requesting information.

### **Freedom of Information Publication Scheme**

The Freedom of Information Publication Scheme commits a public authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below
- To specify the information which is held by the school 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 school 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

### **Classification 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 school

The services we offer

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

The classification 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**

Blackpool Gateway Academy 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 the school, 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, the school 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 the school 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**

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 school 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.

If a charge is to be made, confirmation of 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 Blackpool Gateway Academy 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. Requests should be sent to:

Blackpool Gateway Academy  
Seymour Road  
Blackpool  
FY1 6JH

### **UNLAWFUL CONCEALMENT**

It should be noted that wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. Any person employed by Blackpool Gateway Academy may be at risk of criminal proceedings where such unlawful concealment, damage or destruction occurs. Therefore it is important that no action is taken to delete or amend records that are subject to a request for information.

### **THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE**

The following table identifies the information which meets the requirements of the Information Commissioner.



**GUIDE TO INFORMATION AVAILABLE FROM WESTCLIFF PRIMARY SCHOOL UNDER THE PUBLICATION SCHEME**

Information to be published	How the information can be obtained	
<p align="center"><b>Who We Are and What We Do (organisational information, structures, locations and contacts)</b> This will be current information only</p>		
Academy Funding Agreement	A link to the document on the Department for Education's website	
Academy Order		
School staff and structure – names of key personnel		
Governing Body – names and contact details of the Governors and the basis of their appointment		
School session times, term dates and holidays	<a href="http://www.gatewayacademy.co.uk">www.gatewayacademy.co.uk</a>	
Location and contact information – address, telephone number and website	<a href="http://www.gatewayacademy.co.uk">www.gatewayacademy.co.uk</a>	
Contact details for the Principal and the Governing Body	<a href="http://www.gatewayacademy.co.uk">www.gatewayacademy.co.uk</a>	
School Prospectus		
School session times and term dates	<a href="http://www.gatewayacademy.co.uk">www.gatewayacademy.co.uk</a>	

Information to be published	How the information can be obtained	
<p><b>What we spend and how we spend it – financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b>  This should be a minimum of current and the previous two years financial years (accounts that have been filed at Companies House)</p>		
Annual budget plan and financial statements		
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects		
Additional funding – income generation schemes and other sources of funding		
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		
Staffing and grading structure		
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay		
Governors’ allowances – details of allowances and expenses that can be claimed or incurred		

Information to be published	How the information can be obtained	
<p align="center"><b>What our priorities are and how we are doing</b> (strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published</p>		
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>		
<p>Performance management information</p>		
<p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children</p>		
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children</p>	<p><a href="http://www.gatewayacademy.co.uk">www.gatewayacademy.co.uk</a></p>	

Information to be published	How the information can be obtained	
<p align="center"><b>How we make decisions</b> (decision-making processes and records of decisions) Current and previous three years as a minimum</p>		
<p>Admissions policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p><a href="http://www.gatewayacademy.co.uk">www.gatewayacademy.co.uk</a></p>	
<p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded</p>	<p>Hard copy</p>	

Information to be published	How the information can be obtained	
<p align="center"><b>Our policies and procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>		
<p>Pupil and curriculum policies, including</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>		
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>• Information security</li> </ul>		

<ul style="list-style-type: none"> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>		
<p>Equality and Diversity (policies, statements and procedures relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>		
<p>Charging regimes and policies (this should include details of any statutory charging regimes) Charging policies should include details of 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>		

Information to be published	How the information can be obtained	Charge
<p align="center"><b>Lists and Registers</b> (currently maintained lists and registers only) Some information may only be available for inspection</p>		
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register	Hard copy	
Any information the Academy is currently legally required to hold in publicly available registers		

Information to be published	How the information can be obtained	Charge
<b>The services we offer</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities		
Out of school clubs		
School publications		
Services for which the Academy is entitled to recover a fee, together with those fees		
Leaflets, booklets and newsletters		

## **REGULATIONS**

- Freedom of Information Act 2000
- Data Protection Act 1998