



# Hillside Primary School

## Freedom of Information Policy and Publication Scheme

If you are reading a printed version of this document, you should check the Data Protection/Information Management pages on the school website/network to ensure that you have the most up-to-date version. Alternatively, please ask the school office for a copy.

If you would like to discuss anything in this procedure, please contact:

Data Protection Officer: **Data Protection Education Ltd.**

Telephone: 0800 0862018

Email: [dpo@dataprotection.education](mailto:dpo@dataprotection.education)

If you would like a copy of any documentation, please contact the school office:  
[office@hillside.norfolk.sch.uk](mailto:office@hillside.norfolk.sch.uk)

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### POLICY OBJECTIVES

The School fully supports the objectives of the Act and will take all necessary steps to ensure that its duty under the Act is observed and that all information collected and used by it is managed in line with the Act. We will ensure:

- A general right of access to recorded information we hold, subject to certain conditions and exemptions;
- That we adopt and maintain a Publication Scheme, in accordance with the Information Commissioner's guidance, which relates to the publication of certain types of information;
- That we provide access to all information described in our Publication Scheme which we will endeavour to keep as up to date as possible;
- That we will respond to written requests for information that are not covered by our Publication Scheme. We will inform applicants whether or not we hold the requested information, and if held we will supply it unless there is a justifiable reason or any of the Act's exemptions apply;
- That we provide adequate and relevant advice and assistance to applicants to aid them in their application;
- In circumstances where information is covered by an exemption, we will give consideration as to whether the information should be released;
- In cases where information is exempted from disclosure, except where an absolute exemption applies, we will:
  - Inform the applicant whether we hold the information requested, unless a neither confirm nor deny response is required, and;
  - Communicate that information to him or her, unless the public interest in maintaining the exemption in question outweighs the public interest in disclosure.

## 2. ABOUT THIS POLICY

2.1. This policy sets out how the school will respond to a request under the Freedom of Information Act 2000.

2.2. This policy applies to the information held by the School or held by other parties on behalf of the School that is governed by the Freedom of Information Act 2000 (the Act). To promote a culture of openness and accountability, and to comply with the Act, we have a responsibility to ensure that this information is either routinely made available or provided on request, unless there is a legitimate reason for withholding it.

## 3. THE FREEDOM OF INFORMATION ACT

3.1 The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

3.2 The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

3.3 Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

3.4 For a request to be dealt with according to the Freedom of Information Act, the requester must:

- contact the relevant authority directly;
- make the request in writing, for example in a letter or an email. They can make a verbal or written request for environmental information;
- give their real name; and
- give an address to which the authority can reply. This can be a postal or email address.

A requester does not have to:

- mention the Freedom of Information Act or Environmental Information Regulations, although it may help to do so;
- know whether the information is covered by the Freedom of Information Act or the Environmental Information Regulations; or
- say why they want the information.

## 4. FREEDOM OF INFORMATION PRINCIPLES

4.1 The main principle behind freedom of information legislation is that people have a right to know about the activities of public authorities, unless there is a good reason for them not to.

This means that:

- everybody has a right to access official information. Disclosure of information should be the default – in other words, information should be kept private only when there is a good reason and it is permitted by the Act;
- an applicant (requester) does not need to give you a reason for wanting the information. On the contrary, you must justify refusing them information;
- you must treat all requests for information equally, except under some circumstances relating to vexatious requests and personal data
- The information someone can get under the Act should not be affected by who they are. You should treat all requesters equally, whether they are journalists, local residents, public authority employees, or foreign researchers; and

- because you should treat all requesters equally, you should only disclose information under the Act if you would disclose it to anyone else who asked. In other words, you should consider any information you release under the Act as if it were being released to the world at large.

## 5. BREACH OF POLICY AND STANDARDS

5.1 Disciplinary action may be taken in accordance with the School's disciplinary procedures against any employee who knowingly or recklessly:

- Alters, defaces, blocks, erases, destroys or conceals any record held by the School, with the intention of preventing the disclosure of all, or any part, of the information that has been requested as part of a Freedom of Information request;
- Contravenes any instruction contained in, or following from, this Policy and Standards.

5.2 We expect that similar disciplinary procedures will be applied by any of our contractors which deal with the School's information and data on the School's behalf.

## 6. COMPLAINTS PROCEDURE

6.1 Where a request for information is refused for any reason, we will notify the applicant and give the reasons. For exemptions we will state which exemption has been claimed, and unless apparent, why that exemption applies, specifying the public interest factors (for and against disclosure) if applicable. We will not simply repeat the wording of the exemption unless the explanation would involve the disclosure of information which would itself be exempted information.

6.2 When communicating any decision made in relation to a request under the Act's general right of access, we will notify the applicant of their rights of complaint. A person dissatisfied with the way in which their request has been handled may ask for an internal review of the way in which their request was dealt with, and, if still dissatisfied, may apply directly to the Information Commissioner for a decision.

## 7. PUBLICATION OF INFORMATION

7.1. The organisation maintains and publishes a publication scheme on its website outlining classes of information that will be made routinely available, including policies and procedures.

7.2. Classes of information specified in the publication scheme will be made available quickly and easily on request.

7.3. The organisation will not publish any personal information, including photos, on its website without the permission of the affected individual.

7.4. When uploading information to the organisation website, staff will be considerate of any metadata or deletions which could be accessed in documents and images on the site.

## 8. CHANGES TO THIS POLICY

8.1 We may change this policy at any time. Where appropriate, we will notify data subjects of those changes.

**This Policy will be reviewed annually.**



## 9. Publication Scheme

### Introduction

The school is registered with the Information Commissioner's Office (ICO) and conforms with its requirements under the Freedom of Information Act 2000. This Act gives a right of access to information held by public bodies, including schools and academies, which are required to produce a Publication Scheme that makes it clear to the public what information they will make public when required to respond to requests for information.

**Requirements of the Policy:** As a school, we are required to publicise the fact that information is available under this scheme and this is carried out annually at the beginning of the new academic year in September.

Under this scheme, we agree to review the information we are publishing. This review will be done annually. We also agree to make new information available promptly – this will be done via the school newsletter and website.

As an organisation, we agree to update old information. This is carried out regularly as a matter of course, often through national channels such as the Ofsted website or the DfE school performance tables.

Information about the School is available through Local Authority as well as the government's official register of educational establishments in England and Wales - Get Information About Schools (GIAS). GIAS is also the national database of school governors <https://get-information-schools.service.gov.uk/>

**What is Available:** Information that is available is detailed below in table format and shows where the information can be sourced. Some information in our Publication Scheme is available in hard copy paper format from the school office, upon request. For ease of access, a large percentage of our Publication Scheme documents are available from our school website, and these are free to download.

Under this scheme, some personal and sensitive information is exempt from publication. Where information is not available online, we must respond promptly to any requests to see it. However, we are not required to create new information in order to comply with the Act.

We seek at all times to keep parents and other members of the public fully informed of our activities through our website and newsletters.

**Charging for access to information:** Where information outlined in the Definition Document is not available on the website – either because it is not in electronic format or is too unwieldy to be transferred in such a format – we will make it available to be viewed in the school. In the first instance, you should contact the school office to arrange a viewing.

Contact details: Email address: [office@hillside.norfolk.sch.uk](mailto:office@hillside.norfolk.sch.uk) or call on 01493 661399.

Photocopies of such information are also available, charges for copies are shown on the final page of this document.

## How Hillside Primary School is responding to the requirements of the Freedom of Information Act 2000

The purpose of our publication scheme is to demonstrate how we respond to the specific requirements of the Freedom of Information Act 2000 and how we are fulfilling the aims and objectives of the school, which are:

### Reference documents

This policy should be read in conjunction with the following guidance document:

Definition document for governing bodies of maintained schools in England produced by the ICO (as revised in 2013)  
<https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf>

Reference should be made to the following DPE/School policies: GDPR Policy and Retention of Records Policy.

### Classes of information published

**Class 1:** **Who we are and what we do** - Organisational information, structures, locations and contacts



- Class 2:** **What we spend and how we spend it** – Financial information relating to projected and actual income and expenditure, procurement, contractual agreements and financial audit
- Class 3:** **The School's priorities and how they are being achieved** - Strategies and plans, performance indicators, audits, inspections and reviews
- Class 4:** **How we make decisions as a school** - Decision-making process and records of decisions
- Class 5:** **Our policies and procedures** – This list includes all statutory DfE Policies (to be published and for internal school use) under this class of information as well as our current written protocols, policies and procedures for delivering our services and responsibilities
- Class 6:** **Lists and registers** - Any information that the school is legally required to hold in publicly available registers
- Class 7:** **The services offered by the School** – Information about the services offered by the school, including leaflets, guidance and newsletters produced for public

Information to be published	How the information can be obtained
<p><b>Class 1: Who we are and what we do</b></p> <p><b>Organisational information, structures, locations and contacts (current information only)</b></p> <p><b>Hard copies can be provided upon written request to the school and there may be a nominal charge</b></p>	<p>Website</p> <p>Hard copy</p>
<p><b>Instrument of Government - Schools</b></p> <p>This document records the name and category of the School and the name and constitution of the Governing Body</p> <p><a href="https://www.get-information-schools.service.gov.uk/Hillside-Primary-School">https://www.get-information-schools.service.gov.uk/Hillside-Primary-School</a></p>	<p>Website or link to GIAS GOV.UK database</p>
<p><b>Information to be provided on the website by the school</b></p>	<p>Website</p>

- The school name, address, telephone number and type of school
- School website address and email address for contact
- The names of the Headteacher and Chair of Governors
- Contact details for the Headteacher and Chair of Governors, named contact where possible
- The name of the SENDCo
- A copy of the latest Ofsted report
- Who's who in the school and staffing structure
- Who's who on the Governing Body and the basis of their appointment
- School and Nursery session times and term dates and staff Inset days
- Information about the School Admissions Policy
- Information about the Nursery Admissions Policy
- A statement of the school's ethos and values
- Information on the school's policy on providing for students with Special Educational Needs and Disability (SEND)
- Information on the School's Equality Policy and Accessibility Plan
- Behaviour Policy
- Complaints Policy
- Charges and Remissions Policy
- Pupil Premium, details of funding received, plans for expenditure, evaluation of student outcomes
- PE Sports Premium Grant, details of funding, plans for expenditure, evaluation of student outcomes
- Number of students on roll and information on student's authorised and unauthorised absence

[PE and sport premium funding](#)

<ul style="list-style-type: none"> <li>● National Curriculum assessment results or appropriate key stages, with national summary scores. Note: <i>Schools are not required to publish 2021/22 KS2 results</i></li> <li>● Link to the school prospectus</li> <li>● Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable</li> <li>● Coronavirus (COVID-19) Catch Up Funding for Academic Year 2020/21 only. Details of funding received, plans for expenditure, evaluation of student outcomes</li> </ul>	
<p><b>Information provided - Governing Body</b></p> <ul style="list-style-type: none"> <li>● Details of the Governing Body membership, including names and addresses of the Chair of the Governing Body and the Clerk to the Governing Body</li> <li>● Details of how to contact the governors via the school</li> <li>● Minutes of Governing Body minutes including sub-committees</li> <li>● Details of what can be claimed by governors</li> <li>● A record of expenses that have been claimed by governors</li> <li>● A record of payments made to individual governors</li> <li>● Any major proposals for the future of the school, e.g. consultation to convert to Academy status, change of status, additional Key Stage, change to Local Authority agreed Pupil Admission Number (PAN). Any such items would be included in Minutes</li> </ul>	<p>Website</p> <p>Website</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Website</p> <p>Governors Minutes</p>
<p><b>Information about the School provided in the prospectus including details of the curriculum (please note, this is not a statutory requirement)</b></p>	<p>Website</p>

The statutory contents of the school prospectus are as follows (other items may be included in the prospectus at the school's discretion:

- The name, address, telephone number of the school and the type of school
- Website address and email address for contact purposes
- The names of the Headteacher and the Chair of Governors
- The school Admissions Policy
- A statement of the school's ethos and values
- Details of any affiliations with a particular religious or religious denomination, the religious education provided the parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students
- Information about the school's policy on providing for students with SEND
- Number of students on roll and information on students authorised and unauthorised absences
- National Curriculum assessment results for appropriate key stages. National summary figures for assessment
- Information on extra-curricular activities, out of school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable.

Website

Hard Copy

## Class 2: What we spend and how we spend it

### Financial information relating to projected and actual income and expenditure, procurement, contractual agreements and financial audit

(Current and previous financial year)

#### Annual budget plan and financial statements from Local Authority School

Information relating to the school's budget known as the Dedicated School Grant (DSG) is received by the School in February via the Local Authority. This may be via a secure portal or hard copy reports.

[Children's Services ICT Solutions \(norfolk.gov.uk\)](#)

Governors minutes - upon written request

The original working budget (OWB) / annual budget plan will include details of projected income and expenditure and agreed by Governors prior to the start of the new financial year.

Governors minutes - upon written request

The OWB / annual budget plan will be revised termly to reflect the actual income and expenditure and presented to Governors.

Governors minutes - upon written request

Details of proposed procurement and contractual agreements are also presented to Governors prior to the new financial year and decisions will be recorded in the minutes.

#### Capital funding – Local Authority Schools

Local Authority schools receive a nominal amount of Devolved Formula Capital funding per year (based on headcount) and this is noted separately in their original funding allocation reports provided by the Local Authority

[Children's Services ICT Solutions \(norfolk.gov.uk\)](#)

<p>Monitoring of DFC expenditure is carried out at Local Authority level.</p>	<p>Local arrangements with LA</p>
<p><b>Financial Audit - Schools</b></p> <p>Audits are carried out on a 3- 5 yearly basis by the Local Authority's Audit Team.</p> <p>An Audit Action Plan noting all requirements to be taken by the school with a detailed timeline and allocated responsibility is created and presented to Governors. This is included in Governors minutes.</p> <p>Progress against the Audit Action Plan is noted by the Governing Body and the LA Audit Team will keep under review until the time of the next audit cycle.</p>	<p>Hard Copy - upon written request</p> <p>Governors minutes - upon written request</p>
<p><b>Pay Policy &amp; Performance Management</b></p> <p>The school adopts the following policies regarding pay structures</p> <p>Teaching: Standard Teachers Pay and Conditions</p> <p>Support Staff: Local Authority model policy</p>	<p>Hard Copy</p> <p>Hard Copy</p> <p>All Hard Copies - upon written request</p>
<p><b>Pupil Premium – reporting and monitoring</b></p> <p>Details of the School’s Pupil Premium allocation including detailed expenditure plans</p> <p>Report detailing the outcome of the previous year's Pupil Premium expenditure and the impact on student's outcomes</p> <p>Report detailing the schools use of the Recovery Premium</p>	<p>Website</p>

<b>PE Sports Grant – reporting and monitoring</b> Details of the School's PE Sports grant allocation including detailed expenditure plans Reports detailing the impact and student outcomes	Website

### Class 3: The School's priorities and how they are being achieved

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

(Current information as a minimum)

School profile including:

The most recent Ofsted report including; Summary Report and Full Report

Post Ofsted inspection action plan

Performance data at each key stage

National performance data

Website

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Hard Copy

<https://www.compare-school-performance.service.gov.uk/school/120982/hillside-primary-school/primary>

### Class 4: How we make decisions as a school - Decision-making process and records of decisions

Admissions policy – managed by Local Authority

Admissions appeals – managed by Governor's Committee heard by Local Authority Appeals panel

Exclusions policy – school policy based on Local Authority model

Exclusions appeals – managed by Governor's Committee heard by Local Authority Exclusions panel

Website

Governors minutes - upon written request

Website



	Governors minutes - upon written request
Governing Body agendas and minutes of meetings are stored on <i>Governorhub</i> Confidential items and minutes are not available under the scheme	Hard Copy – upon written request

## Class 5: School Policies and Procedures

Policy / Procedure	Maintained School	Publication on Website	Review Cycle
Admissions	Yes	Yes	Annually
Allegations of Abuse	Yes	Yes	Annually
Anti-Bullying	Yes	Yes	3 years
Appraisal – Teachers	Yes	No	Annually
Appraisal – Support Staff	Yes	No	Annually
Attendance	Yes	Yes	Annually

Behaviour Policy (incl. Statement of Behaviour Principles)	Yes	Yes	2 years
British Values	Yes	Yes	3 years
Business Continuity Plan	Yes	No	Annually
Capability – Teachers	Yes	No	Annually
Capability – Support Staff	Yes	No	Annually
Collective Worship	Yes	Yes	3 years
Community Cohesion	Yes	Yes	3 years
Complaints Procedure	Yes	Yes	2 years
Critical Incidents	Yes	Yes	2 years
Early Years Foundation Stage EYFS	Yes	No	2 years
Educational Visits	Yes	Yes	2 years
Equality and Diversity	Yes	Yes	4 years
Events Management	Yes	Yes	3 years

Finance (Charging, Lettings, Bad Debt, Redundant Equipment)	Yes	No	Annually
First Aid at Work	Yes	Yes	2 years
GDPR (incl. Privacy Notice, Data Breach and SAR)	Yes	Yes	Annually
Governors' Allowances	Yes	Yes	3 years
Governors' Code of Conduct	Yes	Yes	Annually
Health and Safety	Yes	Yes	Annually
Induction	Yes	Yes	2 years
Intimate Care	Yes	Yes	3 years
Lone Working	Yes	Yes	3 years
Manual Handling	Yes	Yes	3 years
No Smoking Policy	Yes	Yes	3 years
Nursery Admissions and Charging	Yes	Yes	Annually
Online Safety	Yes	Yes	Annually

Pay and Conditions	Yes	No	Annually
Preventing Extremism and Radicalisation	Yes	Yes	Annually
PSHE and RSE	Yes	Yes	2 years
Pupil Premium	Yes	Yes	2 years
Register of business interests of Headteacher and Governors	Yes	No	Annually
Safeguarding	Yes	Yes	Annually
Safer Recruitment	Yes	Yes	Annually
School Improvement and Development Plan	Yes	No	Termly
School information published on website	Yes	Yes	Live Document
SEND (incl. Accessibility Plan)	Yes	Yes	Annually
Single Central Record of security and vetting checks	Yes	No	Live Document
SRB	Yes	Yes	Annually

Staff Code of Conduct	Yes	Yes	2 years
Staff Discipline and Grievance	Yes	Yes	2 years
Staff Time off Work	Yes	No	3 years
Staff Wellbeing	Yes	Yes	3 years
Supporting Pupils with Medical Conditions	Yes	Yes	2 years
Teaching, Learning and Assessment	Yes	Yes	Annually
Violence at Work	Yes	Yes	3 years
Volunteers	Yes	Yes	2 years
Whistleblowing	Yes	Yes	Annually

## Class 6: Lists and registers

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

Curriculum circulars and statutory instruments

Disclosure logs – Register of Gifts and Hospitality

Listed Buildings

Planning Applications

Register of Pecuniary Interests – Governors

Information Asset Register

Contracts Register

Asset Register

Asbestos Register

Hard Copy - upon written request

Arrange viewing via school office

Governing Body minutes - upon written request

Arrange viewing via school office

## Class 7: The services offered by the school

Information on extra-curricular activities, after school clubs, school publications, leaflets, booklets, newsletters, services offered by the school for which a fee is payable

Website

Hard Copy

### **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter.

### **Paying for information**

Single copies of information covered by this publication are provided free unless stated otherwise. However, if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or if the information is a priced item e.g. some printed publications or videos, we will let you know the cost before fulfilling your request.

## Monitoring and evaluation

In order to monitor and evaluate the policy, we welcome any comments or suggestions you may have about the scheme. If you want to make a comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the headteacher at the school.

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 deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745. Fax: 01625 524510.

Website: [www.ico.org.uk](http://www.ico.org.uk).