



HAILEY HALL SCHOOL

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FREEDOM OF INFORMATION POLICY

Board of Trustees approved:

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Responsible Committee: Board of Trustees

Responsible Person: Strategy Manager

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1. Statement

This is a Hailey Hall Publication Scheme on information available under the Freedom of Information Act 2000.

The Board of Trustees is responsible for maintenance of this scheme.

Academies, by virtue of the Academies Act 2010 are subject to the Freedom of Information Act 2000.

2. Introduction – What is a Publication Scheme and why has it been developed

The Freedom of Information Act 2000 provides public access to information held by public authorities. This publication scheme commits Hailey Hall School to make information available to the public as part of their organisational activities.

1. It does this in two ways:

- Public authorities are obliged to publish certain information about their activities.
- Members of the public are entitled to request information from public authorities.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, 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 classification 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 that the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made 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 reasonable 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.

Hailey Hall school is committed to being open and transparent. Our publication scheme will be shown further on in this document. We aim to publish as much as information as possible on our website.

2. Scope

The FOI joins the Data Protection Act and the Environmental Information Regulations as legislations under which anyone is entitled to request information from the school.

Please note that request for personal data are covered by the Data Protection Act. Individuals have a right to see what personal data the school holds about them. This is known as a Subject Access Request.

Request for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by the Environmental Information Regulations (EIR). They also cover issues relating to Health and Safety. For example, queries about chemicals used in the school would be dealt with by the EIR.

EIR requests are dealt with in the same way as those under the FOI, **however, unlike FOIA requests they do not need to be written and can be verbal.**

3. Aims and Objectives

Hailey Hall school aims to:

- Enable every child to fulfil their learning potential with education that meets the needs of every child.
- Help every child develop the skills, knowledge and personal qualities needed for life and work **and this publication scheme is a means of showing how we are pursuing these aims.**

4. How to Request Information

Most of the information listed within this document is available via our website:

www.haileyhall.herts.sch.uk

If there is a publication that you require that is not accessible via the website or there is information you require that is not available under the scheme please contact:

admin@haileyhall.herts.sch.uk or gdpr@haileyhall.herts.sch.uk

Tel: 01992 465208

Contact address: Hailey Hall School, Hailey Lane, Hertford, Herts, SG13 7PB

To help us process your application please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST.”**

Please include your name, correspondence address and state what information you require. You do not have to mention the FOI Act.

5. What Process will take place once we have received your request?

- a) We will acknowledge your request telling you if we have the information held and if exemptions apply.

- b) We will deal with your request within the 20 day time limit (if we have the information and if it is not exempt). **Please note that if a request is sent during the school holidays then the twenty day time limit will start on a school day.**
- c) If a charge is to be made, confirmation of payment due will be given before the information is provided.

6. Paying for Information

The purpose of the scheme is to make as much information available via our website as possible. However, charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and Packaging
- The costs directly incurred as a result of viewing information

7. Exemptions

There are times when the school will have to apply an exemption to a FOI request. Exemptions can be found in Part II of the Freedom of Information Act, at sections 21 to 44. The school will decide if the information is exempt and will inform the requester (please see section 5).

We may also have to consider disclosure in regards to information including other organisations and public bodies and make a decision on prejudice. This will be decided by the school and legal help may be required with this decision. We also may need to redact certain data that came from another body (such as the local authority).

8. Complaints

Any comments or complaints will be dealt with through the school's normal Complaints Policy and Procedure. If you do wish to make a complaint please initially address this to:

jkinchlea@haileyhall.herts.sch.uk or gdpr@haileyhall.herts.sch.uk

If you are not satisfied with the response then please contact the Information Commissioner's office:

Information Commissioner's office
FOI/EIR Complaints Resolution
Wycliffe House
Wilmslow
Cheshire
SK9 5AF

If you require more information on the Data Protection Act, GDPR, FOI or EIR then please go to the ICO website: <https://ico.org.uk/>

Appendix 1 – Classes of Information – School Website, School Profile and Board of Trustees

Class	Description	
School Website – The statutory contents of the school website are as follows. Other items may be included at the schools discretion	Contact Details	
	Admission arrangements	
	Indicators for admissions	
	Link to OFSTED report	
	Most recent KS4 Results	
	Link to school performance tables	
	School curriculum information for each year group	
	KS4 courses and qualifications	
	Behaviour Policy	
	Pupil Premium Allocation	
	SEN Policy	
	Schools ethos and values	
	The Board of Trustees is responsible for :	
	<ul style="list-style-type: none"> • Ensuring that the information above is published on the school website. • Providing a paper copy of information published on the website, without charge, to parents on request. • Making sure that the information is updated as soon as is reasonable practicable following a change to that information, and in any event, at least annually. 	

Class	Description	
School Profile and other Information relating to the governing body.	The name of the school	
	The category of the school	
	The name of the Board of Trustees	
	The manner in which the Board of Trustees is constituted	
	The term of office of each category of trustee if less than 4 years	
	Academy Articles of Association	The name of anybody entitled to appoint any category of trustee
		Details of any trust
		If the school has a religious character, a description of the ethos
		The date the instrument takes effect
	Funding Agreement	Financial accounts
The Board of Trustees is responsible for :		
Minutes of meeting of the Board of Trustees and its committees.	<ul style="list-style-type: none"> • Agreed minutes of the meetings of the Board of Trustees and its committees. 	

Appendix 2 – Pupils and Curriculum Policies

Class	Description
Home – School Agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Relationship and Sex Education policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plan	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils
Single Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy/Safeguarding	Statement of policy for safeguarding and promoting the welfare of pupils at the school. <i>(from March 2004)</i>
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying.

Appendix 3 – School Policies and other information related to the school

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form	A statement of the governing body's evaluation of the school's performance
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints Policy and Procedure	Statement of procedures for dealing with complaints
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or governing body relating to the curriculum
Admissions Policy	Statement of the school's policy on admissions
Appendix 1 - Other documents	Appendix 1 provides a list of other documents that are held by the school and are available on request

Appendix 4 – Further Documents Held by the School

Name of Document
Access to School Premises
Alcohol Drugs and Gambling At Work (Staff)
Annual Review Procedure Policy
Anti-Bribery Policy
Appraisal Policy (Staff)
Attendance Policy
Bad Debt Policy
Bullying and Harassment Policy (Staff)
Capability Procedure (Staff)
Capital Revenue and Reserves Policy
Careers Access Policy
CEIAG (Careers Education Information Advice & Guidance) Policy
Careers Strategy
CCTV and Surveillance
Children Looked After Policy
Children with Health Needs who cannot attend school
Close Personal Relationships at Work (Staff)
Code of Conduct (Staff)
Community Cohesion Policy
CPD (Staff)
Data Protection Policy
Dealing with Extremism Policy
Differentiation Policy
Disciplinary Policy (Staff)
Dress Code (Staff)
Drugs Related Incidents Policy
ECT (Staff)
Emergency Response Plan
Engagement with Parents and Carers

Examination Policy
Exam Contingency Policy
Expenses Policy (Staff)
Events Management Procedure
Fixed Assets
Flexible Working (Staff)
Fraud Policy
Freedom of Information Policy
Governor Expenses Policy
Grievance Procedure (Staff)
Health and Attendance Policy (Staff)
Health and Safety Risk Assessment
Home Learning and Prep Policy
Induction Policy (Staff)
Investments Policy
Leave of Absence Policy (Staff)
Literacy Policy
Maternity Leave (Staff)
Minibus and Transport Policy
Non-Examination Assessment Policy
Numeracy
Online Safety Policy
Paternity Policy (Staff)
Planning, Recording and Reporting (Pupils)
Premises Management
Pay and Reward Policy (Staff)
Performance Appraisal policy for support staff and teachers
Probationary Policy (Staff)
Privacy Policies
Protocol for Independent Listener
Pupils' Complaints Procedure

Purchasing and Procurement Procedure
Register of Pupils Admissions to school and attendance
Redundancy Policy (Staff)
Remote Learning
Risk Management Strategy and Risk Register
Safeguarding Policy
Safer Recruitment Policy (Staff)
Schedule of Financial Delegation
Scheme of Delegation for Governors Functions
Shared Parental Leave (Adoption) (Staff)
Shared Parental Leave (Birth circumstances) (Staff)
Single Central Record
SMSC Policy
Statement of Procedure for dealing with allegations against staff and volunteers
Supporting Pupils with Medical Conditions
Special Educational Needs Policy
Teaching Learning and Assessment Policy
Touch Policy
Trustee Expenses
Trustee Visits
Uniform Policy
Vexatious Complaints
Violence, Threatening Behaviour and Abuse
Whistleblowing Policy
Whole School Food Policy
Word Processing for Exams