

Title	Freedom of Information Publication Scheme
Associated Policies	Data Protection/GDPR Policy Acceptable Use Policy Safeguarding and Child Protection
Policy Aims	
1	<p>This policy covers requests for information under the Freedom of Information Act 2000 (“FOIA”). It also covers enquiries relating to matters under the Environmental Information Regulations 2004 (“EIR”), namely enquiries about air, water, land, natural sites, built environment, and health, and any decisions and activities affecting any of these.</p> <p>This policy does not cover enquiries or subject access requests under the Data Protection Act 2018 or the General Data Protection Regulation i.e. where the enquirer asks to see what personal information the School holds about them. These enquiries will be dealt with under the Data Protection Policy which can be found on the School’s Website.</p> <p>Northampton School for Girls understands its responsibilities in relation to the Freedom of Information Act (FOIA) and is committed to applying them. This policy is designed to set out the ways that persons can access their rights to information</p>
Publication Scheme & Right of Access	
2	<p>Northampton School for Girls has adopted the Information Commissioners’ Office model publication scheme Further details on what the School provides access to can be found at the end of this policy.</p> <p>Any person can make a freedom of information request for information that the School holds. The request must be in writing (which can include email) and state the requestor’s name and correspondence address (including email address). It should clearly describe the information being requested with enough detail to enable us to identify and locate the information.</p> <p>Requests should be made clearly marked for the attention of the Headteachers PA and emailed to admin@nsg.northants.sch.uk to in written form to the Headteachers PA Northampton School for Girls, Spinney Hill Road, Spinney Hill, Northampton, NN3 6DG.</p> <p>A response will be provided as soon as possible but in any event within 20 school days (or 60 working days, if shorter).</p> <p>Where the original request is not clear and we are required to seek further clarity from you, the time for responding to your request will cease until we receive a further response from you. In the event that we do not receive a further response or the clarification requested within 2 months of our request for clarification we will assume you no longer wish to pursue your enquiry and close the matter down.</p> <p>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.</p> <p>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.</p>

Exemptions	
3	<p>Northampton School for Girls will make the information set out in the table below available unless:</p> <ul style="list-style-type: none"> • It does not hold the information; • The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute; • The request would come above the cost limit (being £450 or 18 hours of a staff member’s time); or • The request is considered vexatious or repeated. <p>The exemptions that may be relevant depend on the request that has been made, but common exemptions include data protection, prejudice to the effective conduct of public affairs and information intended for future publication. There are other exemptions that may also be relevant.</p> <p>We will inform you if one or more of these apply in any decision notice. Where the cost limit applies, we will explain how to refine the request to bring it within the cost limit and why the costs limit has been exceeded.</p>
Payment & Charges	
4	<p>In the case of information not obtainable through the School Websites, Northampton School for Girls reserves the right to charge for actual disbursements incurred. Actual disbursements incurred include:</p> <ul style="list-style-type: none"> • Photocopying; • Postage and packaging; and • Costs directly incurred as a result of viewing information. <p>Information provided under this scheme where the School is legally authorised to charge in accordance with a published schedule or schedules of fees is readily available to the public.</p> <p>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.</p>
Internal Review	
5	<p>Where a requester is not happy with the response to a freedom of information request that has been made, they will be entitled to ask for an internal review of the decision. The internal review must be requested within two months of the decision notice being sent. The internal review will usually be dealt with by someone more senior than the member of staff that provided the initial response. A requester will in most cases receive the outcome of the internal review within 20 school days.</p> <p>If a requester is still not happy with the response following an internal review, they can raise their concerns to the Information Commissioner.</p>

Appendix 1

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations, contacts, constitutional and legal governance) This will be current information only	(hard copy and/ School Website)
Who’s who on the board of the School and the basis of their appointment	School Website
Articles and Memorandum of Association	School Website
School Funding Agreement	School Website
School Order	Director of Finance
Contact details for the Chief Accounting Officer	Headteacher
School prospectus	School Website
School staffing structure (names of key personnel including the Headteacher)	Hard copy
School session time, term dates and holidays	School Website
Who’s who on the governing body of the School and the basis of their appointment	School Website
GCSE results for the School	School Website
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit of the Trust) Current and previous financial year as a minimum (accounts that have been filed with Companies House)	(hard copy and/or School Website)
Annual budget plan and financial statements	School Website
Capital funding – details of capital funding allocated to an Academy along with information on related building projects and other capital projects	Business Manager
Additional funding - income generation schemes and other sources of funding	Business Manager
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	Business Manager
The School’s Pay policy	School Website
Governors’ allowances - details of allowances and expenses that can be claimed or incurred.	Business Manager
Annual budget plan and financial statements	Business Manager

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance information, assessments, audits, inspections and reviews) Current information as a minimum</p>	(hard copy and/ School Website)
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The School’s latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	School Website
Performance management information	Headteacher/Business Manager
The School’s future plans - any major proposals on safeguarding and promoting the welfare of children.	School Website
Child protection - policies and procedures on safeguarding and promoting the welfare of children.	School Website
<p>Class 4 – How we make decisions (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations) Current and previous three years as a minimum</p>	(hard copy and/or School Website)
Admissions policy/decisions (not individual admission decisions), arrangements and procedures and right of appeal - including information on application numbers and number of successful applicants by each oversubscription criteria	School Website
Agendas of meetings of the governing body and (if held) its sub-committees	Clerk to Governors
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meetings	Clerk to Governors
<p>Class 5 – The School’s policies and procedures (Current written protocols, policies and procedures for delivering the School’s services and responsibilities) Current information only</p>	(hard copy and/or School Website)
<p>The School’s policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Equality and diversity (including equal opportunities) policies 	School Website

Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement 	School Website
<ul style="list-style-type: none"> • Special educational needs • Behaviour and discipline 	School Website
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	School Website
Charging regimes and policies	School Website
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy and/or School Website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	School
Disclosure logs	School
Asset register	Business Manager
Any information the School is currently legally required to hold in publicly available registers	School Website
Class 7 – The services the School offers (Information including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/or School Website; some information may only be available by inspection)
Extra-curricular activities	School
Out of school clubs	School
School publications	School
Services for which the School is entitled to recover a fee, together with those fees	CFO
Leaflets books and newsletters	School