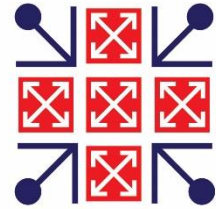


Llantwit Major School
Ysgol Llanilltud Fawr



**FREEDOM OF
INFORMATION POLICY**

| | |
|-----------------|----------------|
| Responsibility: | D L Davies |
| Review: | September 2019 |

1. Freedom of Information Policy

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme from 1 January 2009. Llantwit Major School is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by the school, subject to exemptions and conditions laid down by law. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically.

This Policy outlines information regarding the Act with details of the procedures to follow should a request for information be received. The Policy is based on the Model publication scheme Version 1.2 20151023 provided by the ICO. It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the Data Protection Regulations. Requests for access to such information will be governed in line with the requirements of this legislation.

This publication scheme commits Llantwit Major School 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 School.

The policy conforms to the model scheme for schools and academies approved by the Information Commissioner. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body.

Relationship with Data Protection Regulations

Llantwit Major School is under a legal duty to protect personal data under the Data Protection Regulations including current and former employees and pupils.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

2. Information included in the guide to information

The guide includes a list of the information that the school holds, how it will make the information routinely available, how the information can be accessed. A copy of the FOIA policy is kept in the school office and is on the school website.

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'.

The classes of information that we undertake to make available are organized into 7 broad topic areas:

- **Who we are and what we do** - This includes organisational information, structures, locations and contacts etc.
- **What we spend and how we spend it** - This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year
- **What our priorities are and how we are doing** - This includes the school's strategies and plans, performance indicators, audits, inspection and reviews etc.
- **How we make decisions** - This includes information on decision making processes and records of decisions for the current and previous three years
- **Our policies and procedures** - This includes the school's current written protocols, policies and procedures for delivering our services and responsibilities. The school has a policy file which includes an overview of all of these policies and procedures and their review timetable.
- **Lists and Registers** - This includes currently maintained lists and registers only
- **The services we offer** - This includes current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

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. This includes information protected by Data Protection Regulations and 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

3. Fees and charging

The Governing Body may charge a fee for complying with requests, as calculated in accordance with FoIA regulations. If a charge is to be made, the School will give written notice to the applicant before supplying the information requested.

The School will only charge for the cost of copying and transmitting information, not for time taken in reaching decisions regarding whether information is covered by an exemption.

Where the School estimates that the cost of locating the information will exceed the statutory threshold of £450, it will consider whether or not to comply with the request. The School is not obliged to comply with such a request but may choose to do so.

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.

Single copies of information covered by this publication are normally provided free unless stated otherwise. 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 price in the description box.

An individual can request a copy of information we as a data controller hold about them. This will if requested as paper format be provided free of charge and within one month of receipt of the request.

4. FOI requests and the publication scheme

Methods of Publication

Where it is within the capability of our school, information will be provided on our website or through the Vale of Glamorgan Portal. Where it is impracticable to make information available on our website or when an individual does not wish to access the information digitally or electronically, we will ensure that the same information can be obtained through the school office.

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

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Dealing with Requests

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Llantwit Major School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, Llantwit Major School is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 working day period. Repeated or vexatious requests for information will be refused. The School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Llantwit Major School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as “non-absolute”) exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. The School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450). Llantwit Major School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Exemptions

- Information accessible by other means (e.g. website or prospectus)

- Personal Information – this is covered by the Data Protection Act 1998 (unless the enquirer wishes to know what information is held about themselves)
- Environmental Information (e.g. regarding playing fields, car parking, phone masts etc.)
- Requests can also be denied if the information is simply not held by the school; if the cost of accessing the information is above £500, or the request is considered vexatious* or repeated

(*Vexatious request- one that is designed to cause inconvenience, harassment or expense rather than to obtain information, and would require a substantial diversion of resources or undermine the work of the school)

How to request information

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Requests must be in writing, and include the enquirer's name and correspondence address. They must also include a description of exactly what information is needed. Enquirers do not need to say why they require the information. Enquiry request should be addressed to:

Mrs F Greville - Headteacher
Llantwit Major School
Ham Lane East, Llantwit Major, Vale of Glamorgan
CF61 1TQ Tel: +44 (0) 1446 793301
E-Mail: llantwitmajorhs@valeofglamorgan.gov.uk

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATIONS SCHEME REQUEST**" (in **bold CAPITALS**).

Alternately to view the range of online publications and information we hold digitally please visit our school website at www.llantwitschool.org.uk

It is important to note that the school's publication scheme sets out the information that is routinely available. Information that is not listed in the guide to information may still be requested and will be made available unless it can be legitimately withheld. Requests for information should be made to the Head Teacher.

Guide to information available from Llantwit Major School under the Freedom of Information publication scheme.

5. More information

Further information on freedom of information, can be found on the Information Commissioner's Office (ICO) website or by contacting the ICO on:

Phone: 08456 30 60 60 or 01625 54 57 45

Email: by using the online enquiry form on the ICO website

WWW: www.ico.gov.uk

6. FOIA Disclosure Log maintained by School

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| Record of FOIA Requests |
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| Date | FOIA Request | Member of Staff | Cost/payment received | Date of completion |
|------|--------------|-----------------|-----------------------|--------------------|
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Guide to information available from **Llantwit Major School** under the Freedom of Information publication scheme. CLASS 1

Who we are and what we do - This includes organisational information, structures, locations and contacts etc.

| Information to be published | How the information can be obtained | Cost |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------|
| Who's who in the school Staff lists, both teaching and non-teaching staff and Staffing Structure. | Hard copy Contact school office | 3p/sheet |
| Who's who on the governing body and the basis of their appointment | Hard copy Contact school office | 3p/sheet |
| Instrument of Governance | Hard copy Contact school office | 3p/sheet |
| Contact details for Head teacher and for the governing body (named contacts where possible with telephone number and email address, if used) | Hard copy Contact school office | 3p/sheet |
| <p>School prospectus including</p> <p>The name, address and telephone number of the school, and the type of school.</p> <ul style="list-style-type: none"> • The names of the headteacher and chair of governors. • Information about admissions. • A statement of the school's ethos and values. • Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils. • Information about the school's policy on providing for pupils with special educational needs. • Number of pupils on roll at time of publication and attendance rates of pupils' including authorised and unauthorised absences. • National Curriculum assessment results for appropriate Key Stages, with national summary figures. • Use of the Welsh Language. • KS4 and Post 16 results in the school, locally and nationally. This includes the number of pupils studying for and percentage achieving other vocational qualifications. • School session times and term dates | Hard copy Contact school office | Free |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> • The destinations of school leavers. • A description of the arrangements for the admission of pupils with disabilities. • The accessibility plan - increasing access by those with disabilities to the school (from April 2004). • The school's targets for Key Stage 3 assessments. • The school's targets for public examinations at Key Stage 4. | | |
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Guide to information available from Llantwit Major School under the Freedom of Information publication scheme. CLASS 2.

What we spend and how we spend it - This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year

| Information to be published | How the information can be obtained | Cost |
|---------------------------------------------|--------------------------------------------|-------------|
| Annual budget plan and financial statements | Hard copy Contact school office | 3p/sheet |
| Capitalised funding | Hard copy Contact school office | 3p/sheet |
| Procurement and projects | Hard copy Contact school office | 3p/sheet |
| Pay policy | Hard copy Contact school office | 3p/sheet |
| Staffing and grading structure | Hard copy Contact school office | 3p/sheet |
| Staffing structure | Hard copy Contact school office | 3p/sheet |

Guide to information available from Llantwit Major School under the Freedom of Information publication scheme. CLASS 3

What our priorities are and how we are doing - This includes the school's strategies and plans, performance indicators, audits, inspection and reviews etc.

| Information to be published | How the information can be obtained | Cost |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------|
| School profile: <ul style="list-style-type: none"> <input type="checkbox"/> Government supplied performance data <input type="checkbox"/> The latest Ofsted report <input type="checkbox"/> Post Inspection action plan - Summary - Full report | Hard copy Contact school office | 3p/sheet |
| Performance management policy and procedures adopted by the governing body. | Hard copy Contact school office | 3p/sheet |
| Schools future plans (School Improvement Plan) | Hard copy Contact school office | 3p/sheet |

Guide to information available from Llantwit Major School under the Freedom of Information publication scheme. CLASS 4

How we make decisions - This includes information on decision making processes and records of decisions for the current and previous three years

| Information to be published | How the information can be obtained | Cost |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------|
| Admissions policy/decisions (not individual admissions decisions) | Hard copy Contact school office | 3p/sheet |
| Agendas of meetings of the governing body and (if held) its sub-committees including the Governors' Annual Report | Hard copy Contact school office | 3p/sheet |
| Minutes of meetings (as above) – please note that this will exclude information that is properly regarded as private to the meetings | Hard copy Contact school office | 3p/sheet |

Guide to information available from Llantwit Major School under the Freedom of Information publication scheme. CLASS 5.

Our policies and procedures - This includes the school's current written protocols, policies and procedures for delivering our services and responsibilities. The school has a policy file which includes an overview of all of these policies and procedures and their review timetable.

| Information to be published | How the information can be obtained | Cost |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------|
| School policies including: <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable Use of the Internet and ICT Policy <input type="checkbox"/> Assessment, Recording and Reporting Policy <input type="checkbox"/> Charging and Remissions Policy <input type="checkbox"/> Child Protection Policy <input type="checkbox"/> Careers Guidance <input type="checkbox"/> Collective Worship/Assembly Policy <input type="checkbox"/> Complaints Procedure <input type="checkbox"/> Curriculum Policy <input type="checkbox"/> Equal Opportunities and Racial Equality Policy <input type="checkbox"/> Exams Policy <input type="checkbox"/> Finance Procedures/FMSIS <input type="checkbox"/> First Aid Procedures <input type="checkbox"/> Food Policy <input type="checkbox"/> Healthy Schools Award Scheme Information <input type="checkbox"/> Health and Safety Policy and Emergency Plan <input type="checkbox"/> Home-school agreement and Home School Policy <input type="checkbox"/> Homework policy <input type="checkbox"/> Lettings Agreement <input type="checkbox"/> Personal Social and Health Education <input type="checkbox"/> Pupil Behaviour and Anti-Bullying Policy <input type="checkbox"/> Religious Education Policy <input type="checkbox"/> School Access Plan and Disability Equality Scheme Policy <input type="checkbox"/> School session times - dates of school terms and holidays. <input type="checkbox"/> School arrangements/ transportation for students <input type="checkbox"/> School PTA | Hard copy Contact school office | 3p/sheet |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------|
| <input type="checkbox"/> Sex Education Policy <input type="checkbox"/> Smoking Policy <input type="checkbox"/> Special Educational Needs <input type="checkbox"/> Staff Absence and Cover Policy <input type="checkbox"/> Staff Appraisal Procedure <input type="checkbox"/> Staff Conduct Policy <input type="checkbox"/> Staff Development and Performance Management Policy <input type="checkbox"/> Staff Discipline Procedure <input type="checkbox"/> Staff Grievance Procedure <input type="checkbox"/> Staff Recruitment Policy <input type="checkbox"/> Staff Probationary Guidelines <input type="checkbox"/> Teaching and Learning Policy | | |
| Records management and personal data policies, including: <input type="checkbox"/> Data protection (including information sharing policies) <input type="checkbox"/> Privacy Notice <input type="checkbox"/> Freedom of Information – publication scheme | Hard copy Contact school office | 3p/sheet |

Guide to information available from Llantwit Major School under the Freedom of Information publication scheme. CLASS 6

Lists and Registers - This includes currently maintained lists and registers only

| Information to be published | How the information can be obtained | Cost |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------|
| Curriculum circulars and statutory instruments | This information may only be available by inspection | N/A |
| FOI Disclosure logs | This information may only be available by inspection by approved agencies | N/A |
| Asset register | This information may only be available by inspection by approved agencies | N/A |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | This information may only be available by inspection by approved agencies | N/A |

Guide to information available from Llantwit Major School under the Freedom of Information publication scheme. CLASS 7

The services we offer - This includes current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

| Information to be published | How the information can be obtained | Cost |
|------------------------------------|--------------------------------------------|-------------|
| Extra-curricular activities | Hard copy Contact school office | 3p/sheet |
| Out of school clubs | Hard copy Contact school office | 3p/sheet |
| School publications | Hard copy | 3p/sheet |

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|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------|
| | Contact school office | |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy Contact school office | 3p/sheet |
| Transition Guide - Pre- admission guidebook to the school | Hard copy Contact school office | 3p/sheet |
| Option Books - End of Ks3 subjects to study information & Post 16 and handbooks | Website http://www.llantwitschool.org.uk/ | Free |
| Newsletter - Termly newsletters/ circulars on school events | Website http://www.llantwitschool.org.uk/ | Free |

Additional information requests made to Llantwit Major School under the Freedom of Information publication scheme can be made to the school office via email / phone or in writing.

Schedule of charges

This describes the basis on which the above charges have been made and how they are calculated.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Statutory Fee | This includes all costs for photocopying and postage of documents (see below) | In accordance with the relevant legislation (FOI Act 2005) |
| Disbursement cost | Photocopying/printing @ 10p per sheet (black and white) please not if colour copying or larger copies are required additional charges will be incurred. Postage: (standard small envelope) (C5/A4 envelope) | Cost of photocopying and administration Actual cost of Royal Mail standard 2 nd class |

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 need to make a complaint then initially this should be addressed to The Headteacher Mrs F Greville.

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 using their helpline on **0303 123 1113**.