



Freedom of Information Policy

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Introduction: what is a publication scheme

- 1 This document is Alderbrook School's publication scheme on information available under the Freedom of Information Act 2000. Alderbrook School is responsible for the maintenance of this scheme.
- 2 One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear about the information they will make public. This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect academies to provide in order to meet their commitments under the model publication scheme.
- 3 This document therefore outlines
 - The classes of information which we publish or intend to publish;
 - The manner in which the information will be published; and
 - Whether the information is available free of charge or on payment
- 4 Any information referenced in this document can be regarded as available unless:
 - We do not hold the information;
 - The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute;
 - The information is archived, out of date or otherwise inaccessible; or it would be impractical or resource-intensive to prepare the material for routine release.
- 5 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available on our website to download and print off, or in paper form on request from the school.
- 6 Some information which we may hold may not be public; for example, personal information.
- 7 This publications scheme conforms to the latest model scheme for Academies approved by the Information Commissioner.
- 8 We endeavour to make as much information as possible available online. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.
- 9 The school does not charge for information that can be accessed from its website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

How to request information

- 10 If you require a paper version of any of the documents within the scheme, please contact the school by email, fax or letter. Contact details are set out below:

Email: 201office@alderbrook.solihull.sch.uk

Website: www.alderbrook.solihull.sch.uk

Contact address: Alderbrook School, Blossomfield Road, Solihull, West Midlands, B91 1SN

To help us process your request quickly, please clearly mark any correspondence "Publication Scheme Request".

- 11 If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it in some other form

Paying for information

- 12 Information published on our website is free, although you may incur costs from your internet service provider. If you do not have Internet access, you can access our website using a local library or an internet café.
- 13 Single copies of information covered by this publications scheme are provided free unless stated otherwise below. If your request involves a lot of photocopying or printing, or 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 in the Schedule of Charges box in the table below.

Classes of information currently published

- 14 **Class 1** – who we are and what we do – current information only

	How it can be obtained	Schedule of charges
Instrument of Government/Articles of Association Name and category of school and name and constitution of its governing body.	Hard Copy – Contact school	£ charge
School prospectus and curriculum		
Governing Body The names and contact details of the Directors and basis of their appointment	Hard copy – Contact school	Free
Individual School Session Times and term dates	Via School Website	Free
Location and Contact Information The address, telephone number and website for the school with the names of key personnel	Via School Website	Free

- 15 **Class 2** – What we spend and how we spend it – financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.

	How it can be obtained	Schedule of charges
School Budget Annual budget plan and financial statements Annual Income and expenditure Returns Expenditure over £5,000 including costs, supplier and transaction information.	Hard copy – contact school	£ charge
Capital funding and Information on related Building projects and other capital projects	Hard copy – contact school	£ charge
Additional Funding Income generation and other sources of funding	Hard copy – contact school	£ charge
Financial Audit reports Procurement and Contracts Procedures for procuring goods and services Details of contracts that have gone through a formal tendering process	Hard copy – contact school	£ charge
Pay Policy Staff allowances and expenses Staff pay and grading structures	Hard copy – contact school	£ charge
Governors/Trustees Allowances	Hard copy – contact school	£ charge

- 16 **Class 3** – What are our priorities and how are we doing (strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum.

	How it can be obtained	Schedule of charges
School profile Government supplied performance data Latest Ofsted reports	Individual school website	Free
Performance Management Policy and procedures adopted by the school	Hard copy – contact school	£ charge
School's Future Plans Any major proposals for the future of the School	Hard copy – Contact school	£ charge
Safeguarding and child protection Policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State	Hard copy – contact school	£ charge

- 17 **Class 4** – How we make decisions. Current and up to three years as a School

	How it can be obtained	Schedule of charges
Admissions policy/ decisions Individual school admissions arrangements and procedures, together with information about the right of appeal	Individual school website	Free
Minutes of the Governing Body and Committees Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting	Hard copy – contact school	£ charge

- 18 **Class 5** – Our policies and procedures. (Written protocols, policies and procedures for delivering our services and responsibilities.) Current information only

	How it can be obtained	Schedule of charges
School Policies e.g. Charging and remissions policy Health and Safety Complaints Procedure	School Website	£ nil
Student and Curriculum Policies Relationships/Sex Education Policy SEN Policy Behaviour Policy	School Website	£ nil
Records Management and personal data enquiries	Hard copy – contact school	£ charge
Equality and Diversity Policies, schemes, statements, Procedures and guidelines relating to equal opportunities	Hard copy – contact school	£ charge
Policies and procedures for the recruitment of staff	Hard copy – contact school	£ charge
Charging regimes and policies	Hard copy – contact school	£ charge

- 19 **Class 6** – Lists and Registers (Currently maintained list and registers only)

	How it can be obtained	Schedule of charges
Curriculum circulars and statutory instruments Statutory Instruments (for example Regulations)	DfE website	Free
Disclosure logs Logs of information provided in response to requests	Hard copy – contact school	£ charge
Assets register	Hard copy – contact school	£ charge
Any information the school is currently legally required to hold in publicly available registers. This does not include Attendance Registers	Hard copy – contact school	£ charge
Extra-curricular activities School publications	School website	Free

Feedback and complaints

- 20 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 wish to make a complaint then initially this should be addressed to Alderbrook School, Blossomfield Road, Solihull, B91 1SN