



## Freedom of Information Policy

It is Denefield's policy to follow any legal requirements for freedom of information. We have implemented an approved publication scheme, which has been prepared by the Information Commissioner, as our policy. Any changes in law will be reflected in this policy.

### Status

Statutory

### Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Denefield 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 scheme commits Denefield School:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental 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 information 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 the school makes available under this scheme
- to produce a schedule of any fees charged for access to information which is made proactively available
- to make this publication scheme available to the public
- to publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of Public Sector 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 the act.

### Classes of information

#### Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

#### What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions**

Policy proposals and decisions: decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases.

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
- information in draft form
- 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

### **The method by which information published under this scheme will be made available**

Denefield School will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of Denefield School, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are justified in all circumstances, including the general principles of the right of access to information held by public authorities, and are in accordance with a published schedule of fees which is readily available to the public. 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.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **Contact details**

If you require a paper version of any information or want to ask whether information is available please contact the school by telephone, email, or letter. Contact details are set out below or you can visit our website at [www.denefield.org.uk](http://www.denefield.org.uk).

Email: office@denefield.org.uk  
Tel: 0118 9413458  
Contact address: The Headteacher  
Denefield School  
Long Lane  
Tilehurst  
Reading RG31 6XY

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

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.

**Note:** This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

**Date reviewed by the Governing Board:** June 2018

**Date approved by the Governing Board:** 20 June 2018

**Date of next review by the Governing Board:** June 2021

## Appendix 1: absolute and qualified exemptions

There are 23 exemptions, not all of them applicable to public authorities. Those **highlighted** are the most likely to apply to information which schools hold. Exemptions apply to information if:

### Absolute exemptions:

- it is reasonably accessible to the applicant by other means even if this involves payment; (sect. 21)
- it is information supplied by, or relating to bodies dealing with security matters; (Sect. 23)
- it constitutes court records; (Sect. 32)
- it is required for the purpose of avoiding an infringement of the privileges of either House of Parliament; (Sect. 34)
- disclosure would prejudice the effective conduct of public affairs; (Sect. 36)
- it is personal data the disclosure of which would contravene the Data Protection Act; (Sect. 40)
- it was provided in confidence; (Sect. 41)
- its disclosure is prohibited by any enactment, is incompatible with a Community obligation, or would constitute contempt of court; (Sect 44)

### Qualified exemptions:

- it is intended for publication at a later date and can reasonably be withheld until publication; (Sect. 22)
- it is required for the purpose of safeguarding national security; (Sect. 24)
- its disclosure would prejudice the defence of the realm; (Sect. 26)
- its disclosure would prejudice international relations; (Sect. 27)
- its disclosure would prejudice relations between the administration of the UK and any other such administration; (Sect. 28)
- its disclosure would prejudice the economic interests or financial interest of the UK, or any administration in the UK; (Sect. 29)
- it is information held for criminal investigations or proceedings; (Sect. 30)
- it is information which has been used or was obtained to investigate, detect or prevent crime or other areas of law enforcement; (Sect. 31)
- it is some form of information held by a public authority for audit functions; (Sect. 33)
- it is data which relates to the formulation of government policy, ministerial communications, provision of advice by any of the Law Officers, or the operation of any Ministerial private office; (Sect. 35)
- disclosure would prejudice the effective conduct of public affairs (excluding matters covered under the absolute exemption for this area); (Sect. 36)
- it is data which relates to communications with members of the Royal Family or Household, or the conferring of Crown honours or dignities; (Sect. 37)
- disclosure would endanger an individual's physical or mental health or safety; (Sect. 38)
- it is environmental information covered by the Environmental Information Regulations; (Sect. 39)
- it is personal data (concerning a third party) the disclosure of which would contravene the Data Protection Act; (Sect. 40). The duty to confirm or deny does not apply to this information.
- it is subject to legal professional privilege; (Sect. 42)
- disclosure would be prejudicial to commercial interests; (Sect. 43)

## Sources of further information

### **Denefield School:**

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

E-mail: [office@denefield.org.uk](mailto:office@denefield.org.uk)

Tel: (0118) 9413458

Address: Denefield School  
Long Lane  
Tilehurst  
Reading RG31 6XY

### **Information Commissioner:**

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

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

## Appendix 2: charges made by Denefield School for copies of documents and other information under the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

[http://www.legislation.gov.uk/ukxi/2004/3244/pdfs/ukxi\\_20043244\\_en.pdf](http://www.legislation.gov.uk/ukxi/2004/3244/pdfs/ukxi_20043244_en.pdf)

Denefield School has the right under the above act to make certain charges for expenses incurred in processing the freedom of information request. The required fees notice is set out below.

Where complying with a freedom of information request would not exceed the appropriate limit (£450) we will include the charges we reasonably expect to incur in:

Informing the requestor whether it holds the requested information (even if the information will not be provided) and communicating that information to the requestor.

This generally means that we will only charge for expenses incurred, for example, photocopying or postage.

Please see this ICO document for further clarification;

[https://ico.org.uk/media/1168/fees\\_cost\\_of\\_compliance\\_appropriate\\_limit.pdf](https://ico.org.uk/media/1168/fees_cost_of_compliance_appropriate_limit.pdf)

- **Website:** access to the website is free of charge unless otherwise specified.
- **E-mail & attachments:** free of charge unless otherwise specified.
- **Website printouts:** printouts from the school website or external websites are not provided.
- **Copies by post of information**
- **Photocopies:**  
A minimum charge of £1 for up to 10 pages A4  
A minimum charge of £1.20 for up to 6 pages A3 Further pages are charged at:  
A4 pages at 10p per page (single sided)  
A3 pages at 20p per page (single sided) A2 pages at £1 per page (single sided)
- **Photocopies:** information accessed in the school office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
- **Postage** for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
- **Copies of published materials:** copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged publications will generally be included within the cost of the item or listed against that item on the website and in published catalogues.
- **Administration fees:** as referenced in the Fees Regulations, charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £25 per hour. If the request will take this amount of time the school may refuse it on the grounds of excessive cost or ask the applicant to pay in full before supplying the information.

- **CD ROM:** a charge will be made at commercial prices for the data medium.

This fees regime was approved by Denefield School Governing Board following publication of the 2004 Fees Regulations, and will be reviewed annually. The introduction of any further statutory obligations will also trigger a review of these arrangements.

Denefield School retains the right, as provide by the above act, to refuse a request if the estimation of unrecoverable costs incurred in servicing the request exceed the current limit of £450. The act sets a flat fee of £25 per hour for staff time in complying with a request, so this would provide 18 hours of staff time.

Please see the ICO guidance on this issue;

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

### Appendix 3: information to be published by Denefield School

| <b>Type of information</b>  | <b>How the information can be obtained</b> |
|---|--|
| Where website is indicated, go to <a href="http://www.denefield.org.uk">www.denefield.org.uk</a> , otherwise hardcopies can be obtained from the Headteacher's PA<br>Please see Appendix 2 for schedule of charges. |  |
| <b>Class 1: who we are and what we do</b><br>(Current organisational information, structures, locations and contacts)   |  |
| Who's who in the school   | Hard copy<br>Website                       |
| Who's who on the governing body and the basis of their appointment  | Hard copy<br>Website                       |
| Instrument of Government  | Hard copy                                  |
| Contact details for the Headteacher and for the governing body  | Hard copy<br>Website                       |
| School prospectus   | Hard copy<br>Website                       |
| School session times, term dates and holidays   | Hard copy<br>Website                       |
| <b>Class 2: what we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)                                    |  |
| Annual budget plan and financial statements   | Hard copy<br>Website                       |
| Capital funding   | Hard copy                                  |
| Additional funding  | Hard copy                                  |
| Procurement and contracts   | Hard copy                                  |
| Pay policy  | Hard copy                                  |
| Staffing and grading structure  | Hard copy                                  |
| <b>Class 3: what our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)   |  |
| School profile<br>Government supplied performance data<br>The latest Ofsted report - Summary<br>- Full report   | Hard copy<br>Website                       |
| Performance Management Policy and procedures adopted by the governing body.   | Hard Copy                                  |
| The school's future plans   | Hard copy<br>Website                       |
| Child protection – policies and procedures  | Hard copy                                  |
| <b>Class 4: how we make decisions</b><br>(Decision making processes and records of decisions)   |  |
| Admissions policy/decisions (but not individual admission decisions)  | Hard copy<br>Website                       |
| Agendas of meetings of the governing body and its sub-committees  | Hard copy                                  |



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|---|---|
| Minutes of meetings of the governing body and its sub- committees.<br>(NB this will exclude information that is properly regarded as private to the meetings)   | Hard copy                                     |
| <b>Class 5: our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering services and responsibilities)  |   |
| School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions</li> <li>• Health &amp; safety</li> <li>• Complaints procedure</li> <li>• Staff conduct</li> <li>• Discipline and grievance</li> <li>• Pay</li> <li>• Publication scheme and schedule of charges</li> <li>• Equality and diversity (including equal opportunities and gender)</li> <li>• Records management and personal data policies</li> </ul>   | Hard copy<br>Website (some where appropriate) |
| Student and curriculum policies, including: <ul style="list-style-type: none"> <li>• Anti-bullying policy</li> <li>• Attendance policy</li> <li>• Assessment, recording and reporting</li> <li>• Curriculum policy</li> <li>• Behaviour and Discipline</li> <li>• Careers education and guidance</li> <li>• Home-school agreement</li> <li>• Sex and relationship education</li> <li>• Special educational needs</li> <li>• Disability accessibility</li> <li>• Drugs</li> <li>• E-safety protocol</li> <li>• Financial management policy and best value statement</li> <li>• Nutritional standards</li> <li>• Extended Learning</li> <li>• Continuing professional development</li> <li>• Information and communications technology</li> <li>• Literacy across the curriculum</li> <li>• Protocol on the use of media devices</li> <li>• Educational visits and off-site activities</li> <li>• PSHE and citizenship</li> <li>• Religious education and collective worship</li> <li>• Safeguarding and child protection</li> <li>• Use of reasonable force</li> </ul> | Hard copy<br>Website                          |
| <b>Class 6: lists and registers</b><br>(Currently maintained lists and registers only)  |   |
| Curriculum circulars and statutory instruments  | Hard copy                                     |
| Disclosure logs (of information provided in response to requests)   | Hard copy                                     |
| Asset register  | Hard copy                                     |
| Any information the school is currently legally required to hold in publicly available registers (but not the attendance register)  | Hard copy                                     |

|  |                      |
|--|----------------------|
| <b>Class 7: the services we offer</b><br>(Information about the services we currently offer, including leaflets, guidance and newsletters produced for the public) |                      |
| Extra-curricular activities  | Hard copy<br>Website |
| Out of school clubs  | Hard copy<br>Website |
| School publications  | Hard copy<br>Website |
| Services for which the school is entitled to recover a fee, together with those fees   | Hard copy            |
| Leaflets, booklets and newsletters   | Hard copy<br>Website |