



# **THOMAS BEWICK SCHOOL FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME 2015-2017**

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

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, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- 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.

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information that we hold may not be made public, for example personal information.

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

The Governing Body is responsible for maintenance of this scheme.

## **2. Aims and Objectives**

The school aims to:

- enable every pupil to fulfil their learning potential, with education that meets the needs of every pupil;
- help every pupil 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.

## **3. 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'. These are contained in section 6 of this scheme.

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

- *School Prospectus* – information published in the school prospectus
- *Governors' Documents* – information published in the School Profile and in other governing body documents
- *Pupils and Curriculum* – information about policies that relate to pupils and the school curriculum
- *School Policies and other information related to the school* – information about policies that relate to the school in general.

#### **4. How to request information**

Many of the documents are available on our website. You will find our website at [www.thomasbewick.newcastle.sch.uk](http://www.thomasbewick.newcastle.sch.uk) .

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

Email:	<a href="mailto:admin@thomasbewick.newcastle.sch.uk">admin@thomasbewick.newcastle.sch.uk</a>
Tel:	0191 229 6020
Fax:	0191 229 6021
Contact Address:	Thomas Bewick School, Linhope Road, West Denton, Newcastle upon Tyne, NE5 2LW

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.

#### **5. Paying for information**

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 provided free unless stated otherwise in section 6. 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 £ sign in the description box.

#### **6. Classes of information currently published**

##### **6.1 Who we are and what we do**

Organisational information, structures, locations and contacts

- *Instrument of Government*

The Instrument of Government is the document that records the name

and category of the school and the name and constitution of its Governing Body.

- *School prospectus*

The statutory contents of the school prospectus, as follows:

- Information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
- A description of the policies relating to disabled pupils, including facilities to improve access and the disability plan.

Once the prospectus has been published and made available to parents, access to it should be available to anyone.

- *Annual report*

Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.

- *Governing Body*

The names, and contact details of the governors should be available and the basis on which they have been appointed.

- *School session times and term dates*

Details of school session times and dates of school terms and holidays.

- *Location and contact information*

The address, telephone number and website for the school together with the names of key personnel.

## 6.2 What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- *Pay Policy*

The statement of the school's policy and procedures regarding teachers' pay.

- *Staffing and grading structure*

- *Pupil Premium*

Information regarding how the pupil premium is used in our school is published on the school's website.

- *Governors' allowances*

Details of allowances and expenses that can be claimed or incurred.

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

Strategies and plans, performance indicators, audits, inspections and reviews.

- *School Profile*

- Government supplied performance data
- Summary of latest Ofsted report\*
- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community.  
(\*the full Ofsted report should also be available)

- *Performance management information*

Performance management policy and procedures adopted by the governing body

- *School's future plans*

Any major proposals for the future of the school involved, for example consultation or a change in school status

- *Child protection/safeguarding*  
The 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.

#### 6.4 How we make decisions

Decision making processes and records of decisions, available for the current and previous three years.

- *Admissions policy/decisions*  
The school's admission arrangements and procedures together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.
- *Minutes of meetings of the Governing Body and its sub-committees*  
Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

#### 6.5 Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

- *School policies*  
This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.
- *Pupil and curriculum policies*  
This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil discipline.
- *Records management and personal data policies*  
This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.
- *Equality and diversity*  
This will include policies, schemes, statements, procedures and guidelines relating to equal opportunities.
- *Policies and procedures for the recruitment of staff*  
If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
- *Charging regimes and policies*  
Details of any statutory charging regimes should be provided. Charging policies should include charges made for information

routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

#### 6.6 Lists and registers

- *Curriculum circulars and statutory instruments*  
Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum
- *Disclosure logs*  
If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.
- *Asset register*  
We would expect some information from capital asset registers to be available, if such registers are held.
- *Any information the school is currently legally required to hold in publicly available registers*

#### 6.7 The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

- *Extra-curricular activities*
- *Out of school clubs*
- *School publications*
- *Services for which the school is entitled to recover a fee, together with those fees*
- *Leaflets, booklets and newsletters*

### 7. **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 wish to make a complaint then initially this should be addressed to the **Chair of Governors**

**Thomas Bewick School, Linhope Road, West Denton, Newcastle upon Tyne, NE5 2LW**

If you are not satisfied with the assistance that you receive 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 Commissioners 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 at:

**Information Commissioner**

**Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

Enquiry /Information Line: 0303 123 1113 or 01625 545 700

Fax: 01625 524510

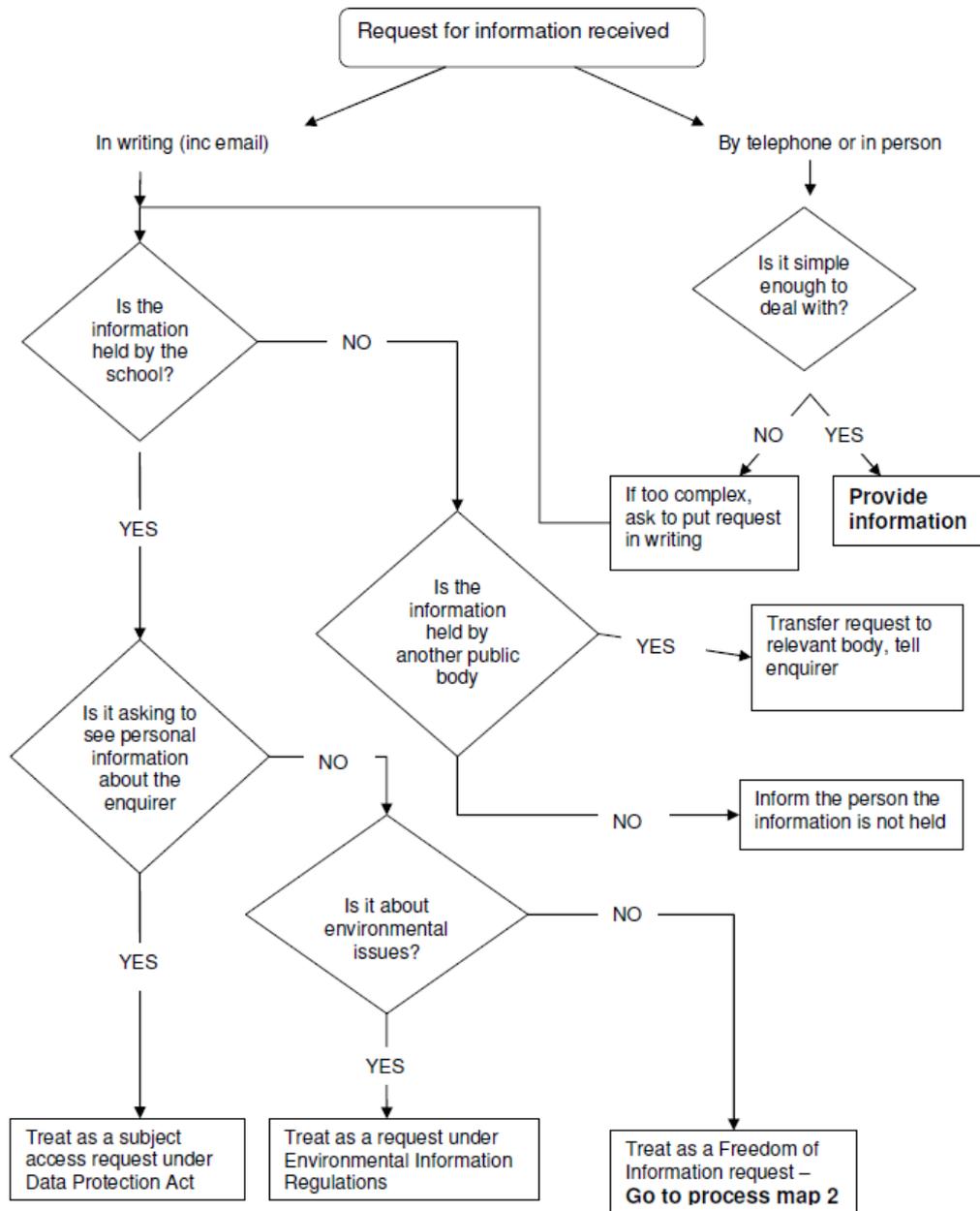
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

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

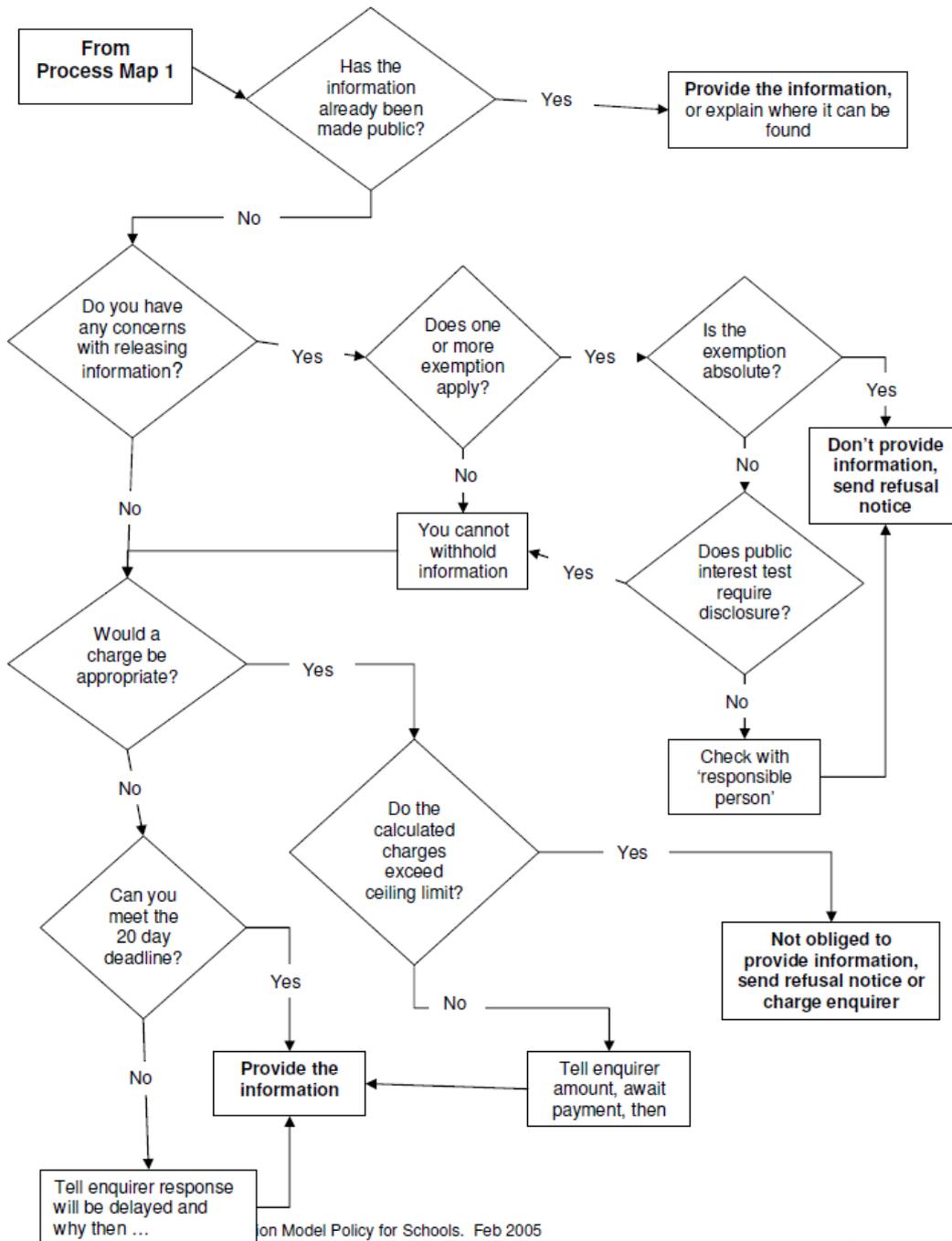
<b>Revision Record of Published Versions</b>			
<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
J McCreery	September 2013	1.0	Approved by Governing Body
<b>Amended by</b>	<b>Revision Date</b>		
J McCreery	November 2015	1.1	FGB approved Nov 2015
	September 2017		

# Appendix 1

## Process Map 1 for Dealing with Requests



## Process Map 2 for Dealing with Requests



## **Appendix 2**

### **FREEDOM OF INFORMATION - CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION**

Decide whether the request is a request under DPA, EIR or FOI

Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them

Provide the information if it has already been made public

Inform the enquirer if the information is not held

Consider whether a third party's interests might be affected by disclosure and if so consult them

Consider whether any exemptions apply and whether they are absolute or qualified

Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information

Decide whether the estimated cost of complying with the request will exceed the appropriate limit (still to be agreed but expected to be around £500)

If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure

Consider whether the request is vexatious or repeated

#### **Remember**

Schools are under a duty to provide advice and assistance to anyone requesting information.

The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

A well managed records and management information system is essential to help schools to meet requests.

Requests should be dealt with within 20 days excluding school holidays.

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.

Expressions of dissatisfaction should be handled through the school's existing complaints procedure.

## Appendix 3 – Standard Letters

### To inform the enquirer the school does not hold the requested information



Growth Through Understanding

Linhope Road  
West Denton  
Newcastle upon Tyne  
NE5 2LW Telephone: 0191 2296020  
Facsimile: 0191 2296021  
Email: [admin@thomasbewick.newcastle.sch.uk](mailto:admin@thomasbewick.newcastle.sch.uk)  
[www.thomasbewick.newcastle.sch.uk](http://www.thomasbewick.newcastle.sch.uk)  
 thomasbewick  
 @ThomasBewick

Head Teacher: Diane Scott

Date

Enquirers Address

Dear

Thank you for your request for information received on

We have conducted a thorough search of our records and unfortunately we are unable to locate the information you requested. This may be because the school has never held this information or that the information is older than the statutory requirements for retention and has been legally destroyed in accordance with our retention schedules.

If you have any comments relating to how your request has been handled by our school, please contact the Chair of Governors at the above address.

Yours sincerely

Jennifer McCreery  
School Business Manager

**To inform the enquirer we are transferring the request to another public body**



Linhope Road  
West Denton  
Newcastle upon Tyne  
NE5 2LW Telephone: 0191 2296020  
Facsimile: 0191 2296021  
Email: [admin@thomasbewick.newcastle.sch.uk](mailto:admin@thomasbewick.newcastle.sch.uk)  
[www.thomasbewick.newcastle.sch.uk](http://www.thomasbewick.newcastle.sch.uk)  
 thomasbewick  
 @ThomasBewick

Growth Through Understanding

Head Teacher: Diane Scott

Date

Enquirers Address

Dear

Thank you for your request for information, received on . To the best of our knowledge the requested information is not held within the school. However, we believe that (**name and address of organisation**) may hold the information you require. We will therefore need to transfer the request to them.

If you have an objection to this transfer you should let us know as soon as possible by writing to me at the above address or telephoning 0191 229 6020 and asking for myself.

If you have any comments relating to how your request has been handled by our school please contact the Chair of Governors at the above address.

Yours sincerely

Jennifer McCreery  
School Business Manager

## To seek clarification of a request



Growth Through Understanding

Linhope Road  
West Denton  
Newcastle upon Tyne  
NE5 2LW Telephone: 0191 2296020  
Facsimile: 0191 2296021  
Email: [admin@thomasbewick.newcastle.sch.uk](mailto:admin@thomasbewick.newcastle.sch.uk)  
[www.thomasbewick.newcastle.sch.uk](http://www.thomasbewick.newcastle.sch.uk)  
 thomasbewick  
 @ThomasBewick

Head Teacher: Diane Scott

Date

Enquirers Address

Dear

Thank you for your request for information received on . From the information described, we have been unable to identify the information you require.

Could you please give us more information relating to: **(include specific information required, try to ensure that terms that may be unfamiliar to the requestor are explained)**.

The Freedom of Information Act 2000 requires that we deal with requests such as this within 20 working days. We are not required to include any time whilst waiting for clarification of a request. We will endeavour to proceed with your request as soon as you supply the information required. If we have not received a reply within three months we will treat this request as cancelled.

If you have any comments relating to how your request has been handled by our school please contact the Chair of Governors at the above address.

Yours sincerely

Jennifer McCreery  
School Business Manager

**To inform the enquirer that the information they want is already publicly available**



Linhope Road  
West Denton  
Newcastle upon Tyne  
NE5 2LW Telephone: 0191 2296020  
Facsimile: 0191 2296021  
Email: [admin@thomasbewick.newcastle.sch.uk](mailto:admin@thomasbewick.newcastle.sch.uk)  
[www.thomasbewick.newcastle.sch.uk](http://www.thomasbewick.newcastle.sch.uk)  
 thomasbewick  
 @ThomasBewick

Growth Through Understanding

Head Teacher: Diane Scott

Date

Enquirers Address

Dear

Thank you for your request for information, received on .

The information which you requested is already available to the public via our school publication scheme, which is available from the school office or on our website ([www.thomasbewick.newcastle.sch.uk](http://www.thomasbewick.newcastle.sch.uk)).

If you have any comments relating to how your request has been handled by our school, please contact the Chair of Governors at the above address.

Yours sincerely

Jennifer McCreery  
School Business Manager

**To inform an enquirer of any charges to be made for complying with their request**



Linhope Road  
West Denton  
Newcastle upon Tyne  
NE5 2LW Telephone: 0191 2296020  
Facsimile: 0191 2296021  
Email: [admin@thomasbewick.newcastle.sch.uk](mailto:admin@thomasbewick.newcastle.sch.uk)  
[www.thomasbewick.newcastle.sch.uk](http://www.thomasbewick.newcastle.sch.uk)  
 thomasbewick  
 @ThomasBewick

Growth Through Understanding

Head Teacher: Diane Scott

Date

Enquirers Address

Dear

Thank you for your request for information received on . It is estimated that the time to find this information will be hours. The cost of this search will exceed the statutory ceiling of £450 for free searching time allowed under the Freedom of Information Act 2000 (The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004).

To proceed with your request we will require a fee of £ **(supply details of local address and payment details)**. We will continue with the search on receipt of payment, however if we have not received a reply within three months we will cancel the request.

If you have any comments relating to how your request has been handled by our school, please contact the Chair of Governors at the above address.

Yours sincerely

Jennifer McCreery  
School Business Manager

## Appendix 5

### Guide to information available from Thomas Bewick School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 – who we are and what we do?</b> This will be current information only		
Who's who in the school	Available on our school website or as a hardcopy	Free of charge
Who's who on the governing body and the basis of their appointment	Available on our school website or as a hardcopy	Free of charge
Instrument of Government	Available on our school website or as a hardcopy	Free of charge
Contact details for the Head Teacher and for the governing body via the school	Available on our school website or as a hardcopy	Free of charge
School information	Available on our school website	Free of charge
School session times and term dates	Available on our school website or as a hardcopy	Free of charge
Address of school and contact details, including email address	Available on our school website or as a hardcopy	Free of charge
<b>Class 2 – what we spend and how we spend it?</b> <ul style="list-style-type: none"> <li>• Current and previous financial year as a minimum</li> <li>• Annual budget plan and financial statements</li> <li>• Capital funding information</li> <li>• Financial audit reports</li> </ul>	Available on request	8p per mono sheet/10p per colour sheet
Pay policy and pay scales	Newcastle City Council adopted	Price on request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Governor Services at Newcastle City Council	Price on request

<b>Class 3 – what our priorities are and we are doing?</b>		
School vision and future plans/policies/inspection reports/parent consultation information	Available on our school website or as a hardcopy	Free of charge
School Profile <ul style="list-style-type: none"> <li>• Performance data</li> <li>• Latest Ofsted (summary and full report)</li> </ul>	Available on our school website or as a hardcopy	Free of charge
Performance Management policy and procedures adopted by the governing body	Available from the School Office	Free of charge
Safeguarding and child protection policies	Available on our school website or as a hardcopy	Free of charge
<b>Class 4 – how we make decisions</b>		
Governing Body agendas/minutes/reports (non confidential)	Available on request from the Chair of Governors	Price on request for printed copies
Admissions policy	Available on our school website or as a hardcopy	Free of charge
<b>Class 5 – our policies and procedures</b>		
Current information only.		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Data protection and security policy</li> <li>• Records management policy – including records retention, destruction and archive information</li> <li>• Publication policy</li> </ul>	Available on school website or from the School Office.	Free of charge
Charging and Remissions policy	Available on our school website or as a hardcopy	Free of charge
School policies required by DfE to be published	Available on our school website or as a hardcopy	Free of charge
<b>Class 6 – lists and registers</b>		
Currently maintained lists and registers (this does not include the attendance register)	Available on request – note some information may only be available by inspection	Price on application
Any information the school is currently legally required to hold in publicly available registers	Held on school premises	Price on application

<b>Class 7 – the services we offer</b>		
Extra-curricular activities (after school clubs, holiday activity schemes) School trips, swimming, horse riding, events etc	Available on school website or via the school office – note some information may only be available by inspection	Free of charge
School publications, leaflets, books and newsletters	Available on our school website or as a hardcopy	Free of charge

### Schedule of charges

<b>Type of charge</b>	<b>Description</b>	<b>Basis of Charge</b>
<b>Disbursement cost</b>	Photocopying/printing @ 8p per sheet (black and white)	Actual cost plus proportion of rental
	Photocopying/printing @ 10p per sheet (colour)	Actual cost plus proportion of rental
	Postage	Actual cost: Royal Mail standard 2 <sup>nd</sup> class