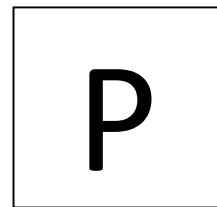




# Freedom of information 2021



This is Light Hall School’s publication scheme on information available under the Freedom of Information Act 2000.

Light Hall School is responsible for the maintenance of this scheme.

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

1.1 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 and proactive about the information they will make public.

1.2 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.

1.3 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.

1.4 The ICO would expect academies to make the information in this document 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- The information is archived, out of date or otherwise inaccessible; or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.

1.5 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 to you on our website, to download and print off or available in paper form on request from the school.

1.6 Some information which we may hold may not be public, for example personal information.

1.7 This publications scheme conforms to the latest model scheme for Academies approved by the Information Commissioner.

1.8 We endeavour to make as much information as possible available online. If any of the information is not available on line, the scheme will explain how it can be accessed. We will

VERSION 2	TO BE APPROVED BY FULL GOVERNING BODY ON: June 21	POLICY RENEWAL REQUIRED: Every 3 Years	REVIEW DATE Jun 24	SIGNED: ..... CHAIR OF GOVERNORS
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continue to develop this scheme to increase the amount of information that can be accessed through it.

- 1.9 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**.

### 2.0 How to request information

- 2.1 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: [office@lighthall.solihull.sch.uk](mailto:office@lighthall.solihull.sch.uk)

Fax: 0121 733 6148

Websites: [www.lighthall.co.uk](http://www.lighthall.co.uk)

Contact address: Light Hall School, Hathaway Road, Shirley, Solihull, B90 2PZ

- 2.2 To help us process your request quickly, please clearly mark any correspondence **“Publication Scheme Request”**.
- 2.3 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.

### 3.0 Paying for information

- 3.1 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.
- 3.2 Single copies of information covered by this publications scheme are provided free unless stated otherwise in section 4. 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 in the Schedule of Charges box in the table in Section 4 below.

### 4.0 Classes of information currently published

- 4.1 **Class 1 – Who we are and what we do** – (Organisational information, structures, locations and contacts). **This will be current information only**



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	<u>How it can be obtained</u>	<u>Schedule of charges</u>
<b>Academy Funding Agreement</b>	School website	
<b>Annual Accounts</b>	School Website	
<b>Academy Order</b>	School website	
<b>School staff and structure – names of key personnel</b>	Hard copy – contact school	
<b>Governing body – List of names, role of the governors and the basis of their appointment.</b>	School website	
<b>School session times, term dates and holidays.</b>	School website	
<b>Location and contact information – school address, telephone number and website.</b>	School website	
<b>Contact details for the Head Teacher and the Governing Body.</b>	School website	
<b>School Prospectus.</b>	School website	
<b>School session times and term dates.</b>	School website	
<b>GCSE results – a link to the data on the Department for Education’s website.</b>	School website	

- 4.2 **Class 2 – What we spend and how we spend it** – (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.) **Current and the previous two financial years.**



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	<u>How it can be obtained</u>	<u>Schedule of charges</u>
<b>Annual budget plan and financial statements</b>	Hard copy – contact school	
<b>Capital funding</b>  Details of capital funding allocated to the school along with information on related projects and other capital projects.	Hard copy – contact school	
<b>Additional Funding</b>  Income generation schemes and other sources of funding.	Hard copy – contact school	
<b>Procurement and Contracts</b>  Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy – contact school	
<b>Staffing and grading structure</b>	Hard copy – contact school	
<b>Pay policy</b>  A statement of the Academy's policy on procedures regarding teachers' pay.	Hard copy – contact school	
<b>Governors' allowances</b>  Details of allowances and expenses that can be claimed or incurred.	Hard copy – contact school	



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- 4.3 **Class 3 – What are our priorities and how we are doing** (strategies and plans, performance indicators, audits, inspections and reviews). **Current information should be published.**

	<u>How it can be obtained</u>	<u>Schedule of charges</u>
<b>School Profile</b>		
<b>Government supplied performance data.</b>	Hard copy – contact school	
<b>OFSTED report – summary and full report.</b>	School website	
<b>Performance management information.</b>	Hard copy – contact school	
<b>Academy’s future plans</b>	Hard copy – contact school	
<b>Any major proposals on safeguarding and promoting the welfare of children.</b>		
<b>Child protection</b>	School website	
<b>Policies and procedures on safeguarding and promoting the welfare of children.</b>		

- 4.4 **Class 4 – How we make decisions.** (Decision making processes and records of decisions.)  
**Current and previous three years as a minimum.**

	<u>How it can be obtained</u>	<u>Schedule of charges</u>
<b>Admissions policy</b>	School website	
<b>Arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</b>		
<b>Governing body meeting agendas, papers and minutes</b>	Hard copy – contact school	
<b>Information that is properly considered to be private should be excluded.</b>		



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4.5 **Class 5 – Our policies and procedures.** (Current written protocols, policies and procedures for delivering our services and responsibility). **Current information only**

	<u>How it can be obtained</u>	<u>Schedule of charges</u>
<b>School policies including:</b>  <b>Charging and remissions policy</b> <b>Health and Safety and risk assessment</b> <b>Complaints procedure</b> <b>Staff conduct policy</b> <b>Discipline and grievance policies</b> <b>Pay policy</b> <b>Staffing structure implementation plan</b> <b>Information request handling policy</b> <b>Staff recruitment policies</b>	School website Hard copy – contact school  School website Hard copy – contact school Hard copy – contact school  Hard copy – contact school Hard copy – contact school  School website  Hard copy – contact school	
<b>Pupil and curriculum policies, including:</b>  <b>Home-school agreement</b> <b>Curriculum</b> <b>Relationships &amp; Sex education</b> <b>Special education needs (SEN)</b> <b>Accessibility</b> <b>Race Equality</b> <b>Collective worship</b> <b>Careers education</b> <b>Pupil Discipline (Behaviour for Learning)</b>	School website School website School website School website School website School website Hard copy – contact school Hard copy – contact school School website	
<b>Records management and personal data policies:</b>  <b>Information security</b> <b>Records retention</b> <b>Destruction and archive policies</b> <b>Data protection policies</b>	Hard copy – contact school Hard copy – contact school Hard copy – contact school Hard copy – contact school	
<b>Equality and Diversity</b>	School website	



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	<u>How it can be obtained</u>	<u>Schedule of charges</u>
<b>Policies, scheme, statements, procedures and guidelines relating to equal opportunities</b>		
<b>Policies and procedures for the recruitment of staff</b>	Hard copy – contact school	
<b>Details of vacancies should be included</b>	Website	
<b>Charging regimes and policies</b>  Should include details of any statutory charging regimes. Charging policies should include details of 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.	School website	

### 4.6 Class 6 – Lists and Registers (Currently maintained list and registers only).

	<u>How it can be obtained</u>	<u>Schedule of charges</u>
<b>Curriculum circulars and statutory instruments</b>	Hard copy – contact school	
<b>Disclosure logs</b>	Hard copy – contact school	
<b>Asset register</b>	Hard copy – contact school	
<b>Any information the Academy is currently legally required to hold in publicly available registers</b>	Hard copy – contact school	



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- 4.7 **Class 7 – The services we offer** (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). **Current information only**

	<u>How it can be obtained</u>	<u>Schedule of charges</u>
<b>Extra-curricular activities</b>	School website	
<b>Out of school clubs (Extra Curricular)</b>	School website	
<b>School publications</b>	School website	
<b>Services for which the Academy is entitled to recover a fee, together with those fees.</b>	Hard copy – contact school	
<b>Leaflets, booklets and newsletters</b>	School website	

### 5.0 **Feedback and complaints**

- 5.1 We welcome any comments or suggestions you may have about the scheme.
- 5.2 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 Light Hall School, Hathaway Road, Shirley, Solihull, B90 2PZ.