



POLICIES AND PROCEDURES

FREEDOM OF INFORMATION POLICY

The governing body is responsible for maintenance of this scheme.

1. Introduction

The Freedom of Information Act (FOIA) dictates that all public authorities, including maintained schools, should be clear and proactive about the information they make available. This publication scheme conforms to the model scheme approved by the Information Commissioner.

Some information which we hold may not be made public, in accordance with data protection laws.

2. Classes of information

Classes of information are listed in the table below. Classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act
- 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

All items are available on the website unless marked as *; these are available on request to the school.

Classes of information	Document type
1. Who we are and what we do	Who does what in the school School contact information School prospectus Curriculum offering School session times / holidays Post 16 destinations Staffing structure* Trust Partners Instrument of government Governing Body members
2. What we spend and how we spend it	Pupil premium statement Annual budget and financial statements* Projected income and expenditure* Funding* Pay policy* Staffing structures*
3. Our priorities and progress	Ofsted report Exam outcomes Appraisal Policy* School development plan*

4. How we make decisions	Admissions Policy Agendas of meetings of the governing body and committees* Minutes of governing body meetings (public copy only)* Agendas and minutes of Trust meetings*
5. Policies and procedures	The following are available on the website. A full list of school policies is available on request. Accessibility Admissions Anti-Bullying Behaviour CCTV Charging Child Protection Complaints Disability & Equality Online Safety Freedom of Information Home / School agreement** Homework Marking and Feedback Online Safety Relationships & Sexual Health Education Safeguarding Special Educational Needs & Disability Teaching & Learning Transition Guidance Visitors Privacy Notice Information Security* Retention* Data Protection*
6. Lists and registers	Any information the school is legally required to hold in publicly available registers* Asset register (inspection only)* Companies House (Trust Directors)*
7. The services we offer (current information only)	Extra-curricular calendar School calendar School publications (letters to parents, newsletters, etc.)

4. How to request information

Most information is available on the school's website www.nhtschool.co.uk . Requests for written copies must be sent in writing (email is acceptable) to:

The Business Manager (Publication Scheme Request)
North Huddersfield Trust School
Woodhouse Hall Road

Huddersfield
HD2 1DJ

Email: office@nhtschool.co.uk
Tel: **01484 452100**

A response will be sent within 20 working days of receipt. This will include the provision of information where the request complies with this scheme and does not contravene any other law or guidance, provided that any due payment has been made.

A request may be denied or a response delayed if:

- The cost of providing the information exceeds the appropriate limit of £450 set by the Information Commissioner's Office
- The information has already been provided to the requestor within the last 3 months
- Any due charges have not been settled

5. Charges for information

Information held on the school's website is available free of charge.

Any costs incurred by the school for printing, photocopying and postage will be charged to the requestor. In addition, a cost of £25 per hour for gathering the information requested may be charged.

If a charge is to be made, confirmation of the due payment will be given before the information is gathered. Payment may be requested prior to provision of the information.

6. Feedback and Complaints

Please send feedback or complaints for the attention of the Headteacher in the first instance.

If you are not satisfied with the outcome of any complaint then you may contact the Information Commissioner's Office:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 03031 231113 (local rate)
Email: casework@ico.org.uk
Website : www.ico.org.uk