



BLESSED HUGH FARINGDON CATHOLIC SCHOOL

FREEDOM OF INFORMATION POLICY

All that happens in Blessed Hugh Faringdon Catholic School occurs within the context of the school's Mission Statement (in accordance with the Trust Deed for the maintenance and advancement of the Catholic religion).

Written: February 2023

Updated: February 2023

Persons Responsible: School Business Manager

Committee: Site & Finance

Review Due: 3 Years – February 2026

As a Catholic school, founded on, and committed to upholding the teaching of the Church, we believe that Jesus is present in the day to day life of our community and that each member of our community has a divine origin and an eternal destiny. In discharging our responsibilities, we are guided by the principles of Catholic social teaching [CST], in which the following core values are constituted: dignity, solidarity, the common good, the option for the poor, the promotion of peace, care for creation, the dignity of work and the value of participation in society. These principles are demonstrated in our core, and wider, curriculum, in our care of students, in our work with the disadvantaged and in the outward-facing approach to our local community, our nation and to the world. As our moral compass, CST guides us in all our school activities, including the formulation, upholding and reviewing of school policies.

As a Catholic school, we regard the following characteristics as central to the human flourishing of everyone – students, staff and Governors – in our community. Our aspirations for our students are that their experience of teaching develops in them a lived belief, an authentic sense of true happiness, a lived sense of family, an experience of care and a vocation for service.

To achieve these aspirations, teaching and learning will privilege the following core virtues for every member of our community.

Grateful for their own gifts, for the gift of other people, and for the blessings of each day; and generous with their gifts, becoming men and women for others.

Attentive to their experience and to their vocation; and discerning about the choices they make and the effects of those choices.

Compassionate towards others, near and far, especially the less fortunate; and loving by their just actions and forgiving words.

Faith-filled in their beliefs and hopeful for the future.

Eloquent and truthful in what they say of themselves, the relations between people, and the world.

Learned, finding God in all things; and wise in the ways they use their learning for the common good.

Curious about everything; and active in their engagement with the world, changing what they can for the better.

Intentional in the way they live and use the resources of the earth, guided by conscience; and prophetic in the example they set to others.

It is Blessed Hugh Faringdon Catholic School'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 Blessed Hugh Faringdon Catholic 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 Blessed Hugh Faringdon Catholic 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

Blessed Hugh Faringdon Catholic 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 Blessed Hugh Faringdon Catholic 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.hughfaringdon.org

Email: admin@hughfaringdon.org
 Tel: 0118 957 4730
 Contact address: Blessed Hugh Faringdon Catholic School
 Fawley Road
 Reading
 Berkshire
 RG30 3EP

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.

Information Commissioner:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire SK9 5AF
www.ico.gov.uk

link to follow:

[For the public | ICO](#)

Appendix 1: charges made by Blessed Hugh Faringdon Catholic 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/uksi/2004/3244/pdfs/uksi_20043244_en.pdf

Blessed Hugh Faringdon Catholic 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

- **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 Blessed Hugh Faringdon Catholic 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.

Blessed Hugh Faringdon Catholic School retains the right, as provided 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;

[When can we refuse a request for information? | ICO](#)

Appendix 2: information to be published by Blessed Hugh Faringon Catholic School

Type of information Where website is indicated, go to www.hughfaringdon.org , otherwise hardcopies can be obtained from the School Office Please see Appendix 1 for schedule of charges.	How the information can be obtained
Class 1: who we are and what we do (Current organisational information, structures, locations and contacts)	
Who's who in the school	Hard copy Website
Who's who on the governing body and the basis of their appointment	Hard copy Website
Instrument of Government	Hard copy
Contact details for the Headteacher and for the governing body	Hard copy Website
School prospectus	Hard copy Website
School session times, term dates and holidays	Hard copy Website
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)	
Annual budget plan and financial statements	Hard copy Website
Capital funding	Hard copy
Additional funding	Hard copy
Procurement and contracts	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
Class 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 The latest Ofsted report - Summary - Full report	Hard copy Website
Performance Management Policy and procedures adopted by the governing body.	Hard Copy
The school's future plans	Hard copy Website

Child protection – policies and procedures	Hard copy Website
Class 4: how we make decisions (Decision making processes and records of decisions)	
Admissions policy/decisions (but not individual admission decisions)	Hard copy Website
Agendas of meetings of the governing body and its sub-committees	Hard copy
Minutes of meetings of the governing body and its sub-committees. (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy
Class 5: our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Accessibility Policy and Action Plan • Annual Leave Policy • Charging and remissions • Health & Safety Policy • Complaints procedure Policy • Conflict Of Interest Policy • Data Protection GDPR Policy • Disciplinary Policy and Procedures • Diversity Inclusion and Equality Policy • Finance Procedures • Governors Allowance Policy • Governors Code of Conduct • Governors Visit Policy and Procedures • Grievance Policy • ICT Disaster Recovery Plan & Continuity Services • Leave of Absence Policy • Managing Allegations of Abuse made against Staff Policy • New Governor Induction Policy • Pay Policy • Positive Handling Policy • Private Fund Constitution • Provider Access Policy • Safer Recruitment Policy • Privacy Notice GDPR Compliant • Public Sector Equality Statement and Objectives • Risk Assessment COVID Prevention • Single Central Record Policy • Staff Acceptable Use Policy • Staff Behaviour Policy • Staff Dress Code • Staff Sickness and Absence Policy • Support Staff Capability Policy 	<p>Hard copy</p> <p>Website (where appropriate)</p>

<ul style="list-style-type: none"> • Teacher Capability Policy • Teacher Appraisal Policy • Subject Access Request Form • Visitors On Site Policy • Word Processor Policy • Whistleblowing Policy 	
<p>Student and curriculum policies, including:</p> <ul style="list-style-type: none"> • Anti-bullying policy • Behaviour For Learning Policy • Staff and Student Bereavement Policy • Child On Child (Peer On Peer) Abuse Policy • Child Protection and Safeguarding Policy and Procedures • E Safety Policy • Exams Policy • Health & Safety Policy • Mental Health & Wellbeing Policy • Remote and Blending Learning Policy • Sex Relationship and Education Policy • SEN Policy • Searching Screening and Confiscation Policy and Procedures • Student Uniform Policy 	<p>Hard copy</p> <p>Website (where appropriate)</p>
Class 6: lists and registers	
(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
Class 7: the services we offer	
(Information about the services we currently offer, including leaflets, guidance and newsletters produced for the public)	
Extra-curricular activities	Hard copy Website

Out of school clubs	Hard copy Website
School publications	Hard copy Website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
Leaflets, booklets and newsletters	Hard copy Website