Bullers Wood School

Freedom of Information Policy



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| **Policy created by: Director Of Safeguarding (Child Protection & Safeguarding)** | **Date of Adoption:**  **June 2016** | **Date to be Reviewed: June 2018** | **To be reviewed by: PPC Committee** |

Part 1: Freedom of Information Responsibilities

Academies have a duty to comply with requests for information under the Freedom of Information Act in a timely manner. They must also provide advice and assistance to anyone requesting information.

The Academy Trust is responsible for compliance with the law on freedom of information. Mr Ben Greene should be notified of all requests received by members of staff, governors, trustees or academy members and a proper record of requests will be kept. The Trust exercises its right to charge a fee for complying with a request for information, calculated according to freedom of information regulations.

The Freedom of Information Act presumes openness, but it recognises the need to protect sensitive information in certain circumstances and provides for certain exemptions. In many cases, even where exemptions apply, information must still be released if it is in the public interest to do so. For that reason, requests generally need to be considered on a case by case basis.

As well as responding to requests for information, Academies must publish information proactively. The publication scheme in Part 2 of this policy sets out the information which the Academy Trust has agreed will be published proactively. Where information about the Academy is readily available (for example, on its website) this removes the duty to supply copies on request and charge fees.

Further information is available in DfE guidance “Academies and freedom of information” ([https://www.gov.uk/government/uploads](https://mail.bullerswood.bromley.sch.uk/OWA/redir.aspx?C=9a7f8054e6444a9b87c4aef2b0f96607&URL=https%3a%2f%2fwww.gov.uk%2fgovernment%2fuploads%2fsystem%2fuploads%2fattachment_data%2ffile%2f294920%2fAcademies_and_freedom_of_information_FINAL.pdf)

Part 2: Freedom of Information Policy

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| **Information to be published** | **How the information can be obtained** |
| **Who we are and what we do** | Hard copy/email  Contact Headteacher PA Mrs McCarthy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk) |
| Academy Funding Agreement – a link to the document on the Department for Education’s website | <https://www.gov.uk/government/publications/academy-and-free-school-funding-agreements-single-academy-trust> |
| School staff and structure – names of key personnel | Hard copy/email  Contact Headteacher PA Mrs McCarthy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk) |
| Governing body – names and contact details of the governors and the basis of their appointment | Hard copy/email  Contact Clerk to Governors Mrs Harris  [kharris@bullerswood.bromley.sch.uk](mailto:kharris@bullerswood.bromley.sch.uk)  020 8467 2280 |
| School session times, term dates and holidays | School Website  <http://www.bullerswood.bromley.sch.uk/>  Term dates, Session times  Hard copy: Contact school office |
| Location and contact information – address, telephone number and website | Bullers Wood School, St. Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ  020 8467 2280  <http://www.bullerswood.bromley.sch.uk/> |
| Contact details for the Headteacher and the Governing Body | Contact Headteacher PA Mrs McCarthy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  Contact Clerk to Governors Mrs Harris  [kharris@bullerswood.bromley.sch.uk](mailto:kharris@bullerswood.bromley.sch.uk)  020 8467 2280 |
| School Prospectus | School website  <http://www.bullerswood.bromley.sch.uk/?page_id=848> |
| School Session times and term dates | School website  <http://www.bullerswood.bromley.sch.uk/?page_id=904> |
| GCSE results – a link to the data on the Department for Education’s website | [https://www.compare-school-performance.service.gov.uk/school/136709?tab= secondary](https://www.compare-school-performance.service.gov.uk/school/136709?tab=%20secondary) |
| **Information to be published** | **How the information can be obtained** |
| **What we spend and how we spend it**  Current and the previous two years financial years of accounts that have been filed with the Charity Commission and Companies House | Hardcopy: Contact Finance Manager  [kabbott@bullerswood.bromley.sch.uk](mailto:kabbott@bullerswood.bromley.sch.uk)  020 8467 2280 |
| Annual budget plan and financial statements | Hardcopy: Contact Finance Manager  [kabbott@bullerswood.bromley.sch.uk](mailto:kabbott@bullerswood.bromley.sch.uk)  020 8467 2280 |
| Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects | Hardcopy: Contact Finance Manager  [kabbott@bullerswood.bromley.sch.uk](mailto:kabbott@bullerswood.bromley.sch.uk)  020 8467 2280 |
| Additional funding – Income generation schemes and other sources of funding. | Hardcopy: Contact Finance Manager  [kabbott@bullerswood.bromley.sch.uk](mailto:kabbott@bullerswood.bromley.sch.uk)  020 8467 2280 |
| Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. | Hardcopy: Contact Finance Manager  [kabbott@bullerswood.bromley.sch.uk](mailto:kabbott@bullerswood.bromley.sch.uk)  020 8467 2280 |
| Staffing and grading structure | Hardcopy: Contact Human Resource Manager  [gnewton@bullerswood.bromley.sch.uk](mailto:gnewton@bullerswood.bromley.sch.uk)  020 8467 2280 |
| Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay. | The Governing Body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the school. The current revision has been driven by the changes made to the School Teachers Pay and Conditions Document This policy will be subject to continual review based on the School’s need and government directives.  ***Extract From Teachers Pay Policy September 2015*** |
| Governors’ allowances – Details of allowances and expenses that can be claimed or incurred. | Hardcopy: Contact Clerk to Governors Mrs Harris  [kharris@bullerswood.bromley.sch.uk](mailto:kharris@bullerswood.bromley.sch.uk)  020 8467 2280 |
| **Information to be published** | **How the information can be obtained** |
| **What our priorities are and how we are doing** | Contact Headteacher PA Mrs McCarthy for a hard copy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  020 8467 2280 |
| School profile  Government supplied performance data  OFSTED report – summary and full report | <http://www.bullerswood.bromley.sch.uk/?page_id=380>  <http://www.bullerswood.bromley.sch.uk/Docs/Ofsted/Ofsted%20Report%202011.pdf> |
| Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children. | Hardcopy: Contact Designated Safeguarding Lead  [dcarter@bullerswood.bromley.sch.uk](mailto:dcarter@bullerswood.bromley.sch.uk)  020 8467 2280 |
| Child protection – policies and procedures on safeguarding and promoting the welfare of children. | <http://www.bullerswood.bromley.sch.uk/wp-content/uploads/2015/10/CP-policy-updated-October-2015-Ratified.pdf> |
| **Information to be published** | **How the information can be obtained** |
| **How we make decisions** |  |
| Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria. | <http://www.bullerswood.bromley.sch.uk/wp-content/uploads/2014/12/Admissions-Policy-2015-16.pdf> |
| Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded. | <http://www.bullerswood.bromley.sch.uk/?page_id=163> |
| **Information to be published** | **How the information can be obtained** |
| **School policies:**  Charging and remissions policy  Health and Safety and risk assessment  Complaints procedure  Staff conduct policy  Discipline and grievance policies  Pay policy  Information request handling policy  Staff recruitment policies | School website  <http://www.bullerswood.bromley.sch.uk/?page_id=36>  or Contact Headteacher PA Mrs McCarthy for a hard copy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  020 8467 2280 |
| **Pupil and curriculum policies:**  Home-school agreement  Curriculum  Sex education  Special education needs  Accessibility  Race equality  Collective worship  Careers education  Pupil discipline | School website  <http://www.bullerswood.bromley.sch.uk/?page_id=36>  or  Contact Headteacher PA Mrs McCarthy for a hard copy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  020 8467 2280 |
| **Information to be published** | **How the information can be obtained** |
| Destruction and archive policies, Data Protection policies | Hardcopy: Contact Human Resource Manager  [gnewton@bullerswood.bromley.sch.uk](mailto:gnewton@bullerswood.bromley.sch.uk)  020 8467 2280 |
| Equality and diversity | The Equalities Policy covers:  The Race Relations Act 1976, amended 2002, gives schools a statutory general duty to promote race equality. The Disability Discrimination Act 1995, amended 2006, gives schools a statutory general duty to promote disability equality. The Sex Discrimination Act 1975, amended 2006, gives schools a statutory general duty to promote equality of opportunity between men and women. Other legislation, listed in the Appendix, makes unlawful discrimination on grounds of sexual orientation, religion, age, and marital/civil partnership status and gender reassignment.  Contact Headteacher PA Mrs McCarthy for a hard copy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  020 8467 2280 |
| Charging regimes and policies  This 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. | Contact Headteacher PA Mrs McCarthy for a hard copy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  020 8467 2280  Website:  <http://www.bullerswood.bromley.sch.uk/?page_id=36> |
| **Information to be published** | **How the information can be obtained** |
| **Lists and Registers** Currently maintained lists and registers only | (hard copy and/ or website; some information may only be available for inspection) |
| Curriculum circulars and statutory instruments | Website:[www.bullerswood.bromley.sch.uk](http://www.bullerswood.bromley.sch.uk)  Contact Headteacher PA Mrs McCarthy for a hard copy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  020 8467 2280 |
| Disclosure logs | Contact Headteacher PA Mrs McCarthy for a hard copy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  020 8467 2280 |
| Asset register | Hardcopy: Contact Finance Manager  [kabbott@bullerswood.bromley.sch.uk](mailto:kabbott@bullerswood.bromley.sch.uk)  020 8467 2280 |
| Any information the Academy is currently legally required to hold in publicly available registers | Contact Headteacher PA Mrs McCarthy for a hard copy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  020 8467 2280 |
| **Information to be published** | **How the information can be obtained** |
| **The services we offer** | (hard copy and/ or website; some information may only be available for inspection) |
| Extra-curricular activities | <http://www.bullerswood.bromley.sch.uk/wp-content/uploads/2015/09/Extra-Curricular-Activities-2015-16.pdf> |
| Out of school clubs | Contact Headteacher PA Mrs McCarthy for a hard copy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  020 8467 2280 |
| School publications | Contact Headteacher PA Mrs McCarthy for a hard copy  [kmccarthy@bullerwood.bromley.sch.uk](mailto:kmccarthy@bullerwood.bromley.sch.uk)  020 8467 2280 |
| Services for which the Academy is entitled to recover a fee, together with those fees | Hardcopy: Contact Finance Manager  [kabbott@bullerswood.bromley.sch.uk](mailto:kabbott@bullerswood.bromley.sch.uk)  020 8467 2280 |
| Leaflets, booklets and newsletters | Bullers Wood Website  [www.bullerswood.bromley.sch.uk](http://www.bullerswood.bromley.sch.uk) |

**Contact details:**

Main school office: Tel: 020 8467 2280 Fax: 020 8295 1425

Email: [office@bullerswood.bromley.sch.uk](mailto:office@bullerswood.bromley.sch.uk)

Headteacher PA: [kmccarthy@bullerswood.bromley.sch.uk](mailto:kmccarthy@bullerswood.bromley.sch.uk)

Clerk to Governors: [kharris@bullerswood.bromley.sch.uk](mailto:kharris@bullerswood.bromley.sch.uk)

Finance Manager: [kabbott@bullerswood.bromley.sch.uk](mailto:kabbott@bullerswood.bromley.sch.uk)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying/printing @ 10p per sheet (black & white) | Actual cost \* |
|  | Photocopying/printing @ 20p per sheet (colour) | Actual cost |
|  | Admin fee | Quoted upon request |
|  | Postage | Actual cost of Royal Mail standard 2nd class |