

BLOOMFIELD COLLEGIATE SCHOOL

Freedom of Information Policy



Approved by the Board of Governors 28 November 2019

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SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

The legislation enables anyone to request any recorded information held by, or on behalf of, Bloomfield Collegiate School. Information will be provided if it is held, unless one or more of the exemptions listed in the legislation applies. Information which is exempt does not have to be provided.

1.2 DEFINITIONS

The legislation relevant to this policy is the Freedom of Information Act 2000 (FOIA). This policy applies to all recorded information held by the School or by someone else on behalf of the School. It does not apply to information which the School only holds on behalf of another person or organisation.

1.3 RESPONSIBILITIES

All employees are responsible for ensuring that any request for information they receive is dealt with in line with the requirements of the FOIA and in compliance with this policy. The Principal coordinates all requests for information received and will use the Information Commissioner's Flowchart (Appendix 1) to decide how to deal with the request. Any requests for information should be sent directly to the Principal.

Where an applicant indicates that they would like the requested information in a particular form i.e. paper, electronic or inspection at the School, every effort will be made to comply with their preference where reasonably practicable, taking into account all the particular circumstances, including cost.

The Principal will seek advice from the Education Authority.

1.4 PROCEDURE

The School will provide advice and assistance to help people make requests under the FOIA. The School aims to respond to all requests promptly and at any rate, within the statutory response period of 20 working days following receipt of a valid request. This timescale can be extended under specific circumstances, for example if an exemption applies and we are considering whether or not it is in the public interest to disclose the information regardless of the exemption.

The School aims to publish as much information as it can, both proactively and in response to requests under the FOIA; however exemptions will be applied where appropriate to ensure that information which is not suitable for publication is protected.

Written requests for information received by the School via post, email or other means will be treated as requests under the FOIA in cases where the information is not already publicly available or routinely disclosed on request. There is no need for requests to indicate they are made under the FOIA; however applicants making

requests must provide their real name and an address for correspondence (email or postal). If a request is unclear, we will ask for clarification as soon as we can to enable us to proceed with considering the request. Each request will be assigned a reference number and the request recorded in the FOI register.

The School reserves the right to refuse requests where the cost of providing the information would exceed the statutory cost limit. This limit is currently £450, which equates to 18 hours' work at a statutory rate of £25 per hour. Where we estimate that complying with a request will take more than 18 hours of officer time, we will try to assist applicants to make refined requests which are more manageable.

1.5 RELATIONSHIP TO DATA PROTECTION ACT 1998

The School is under a legal duty to protect personal data as required by the Data Protection Act 1998 (DPA). The School will carefully consider its responsibilities under the DPA before disclosing personal data about living individuals, including current and former officers, members, and users of its services.

1.6 PUBLICATION SCHEME

The School maintains a Publication Scheme to ensure that the information it refers to is up-to-date. The Publication Scheme is included in Appendix 2.

All of the information referred to in the publication scheme is readily available to the public, either via the School website, in hard copy on request or by inspection at School. Some information contained within the scheme is only available on payment of a fee; all fees and charges are listed in Appendix 3.

1.7 CHARGES

Any charges for information contained within the Publication Scheme are detailed in Appendix 3.

Any other type of information will be provided electronically and free of charge where possible; however there may be circumstances where the School will need to charge for information e.g. if it is only available in paper form and there is a large amount of copying involved. If there will be a charge for disbursements e.g. photocopying or postage in order to provide the information, we will inform applicants as soon as possible to see if they wish to proceed; however such charges will usually be waived if they amount to less than £10.

Charges under these circumstances will be calculated at a rate of 10p per sheet of A4 for photocopying; postage will be calculated using Royal Mail's postage rates at the time the request is dealt with. Any other similar charges which may arise e.g. larger paper sizes will be reasonable and be calculated on the basis of the actual cost to the School of providing the information to applicants.

1.8 COMPLAINTS

Anyone who has made a request for information to the School under the FOIA is entitled to request an internal review if they are unhappy with the way their request has been handled. Internal reviews will be carried out by a senior member of staff who was not involved with the original decision. Any internal review will consider whether or not the request was handled appropriately, in line with the requirements of the FOIA. Applicants wishing to ask for an internal review must do so within 40 working days of the date of the School's response to their request.

The School aims to respond to internal reviews within 20 working days of receipt.

Anyone who is unhappy with the outcome of an internal review is entitled to complain to the Information Commissioner.

Reviewing Committee: General Purposes Committee

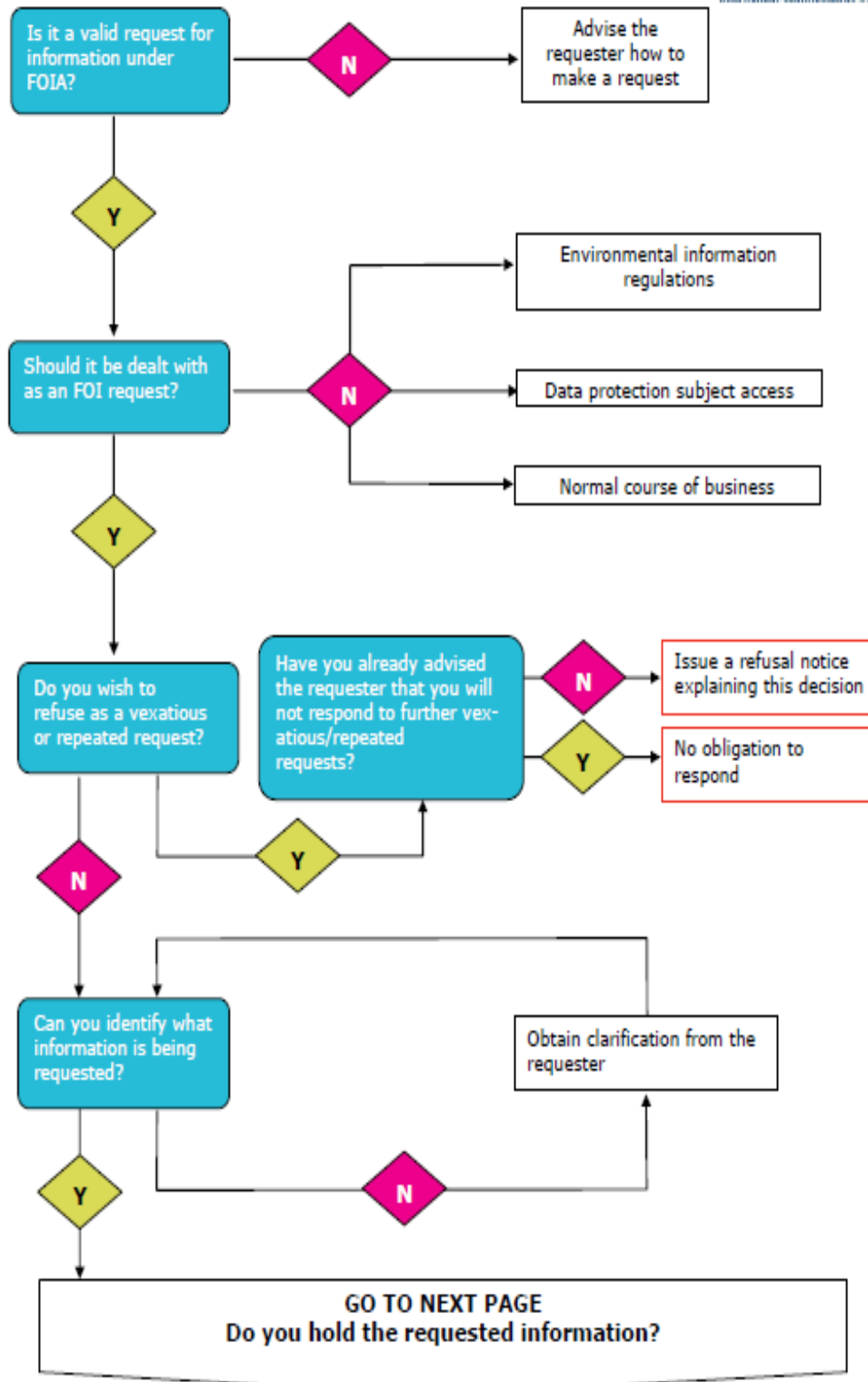
Date Review Completed	Nature of Review	Date Ratified by Board of Governors
First approved		January 2010
	Amended	25 April 2013
May 2015	Minor change	18 June 2015
May 2016	No changes	16 June 2016
September 2017	No changes	23 November 2017
September 2018	No changes	22 November 2018
September 2019	No changes	28 November 2019

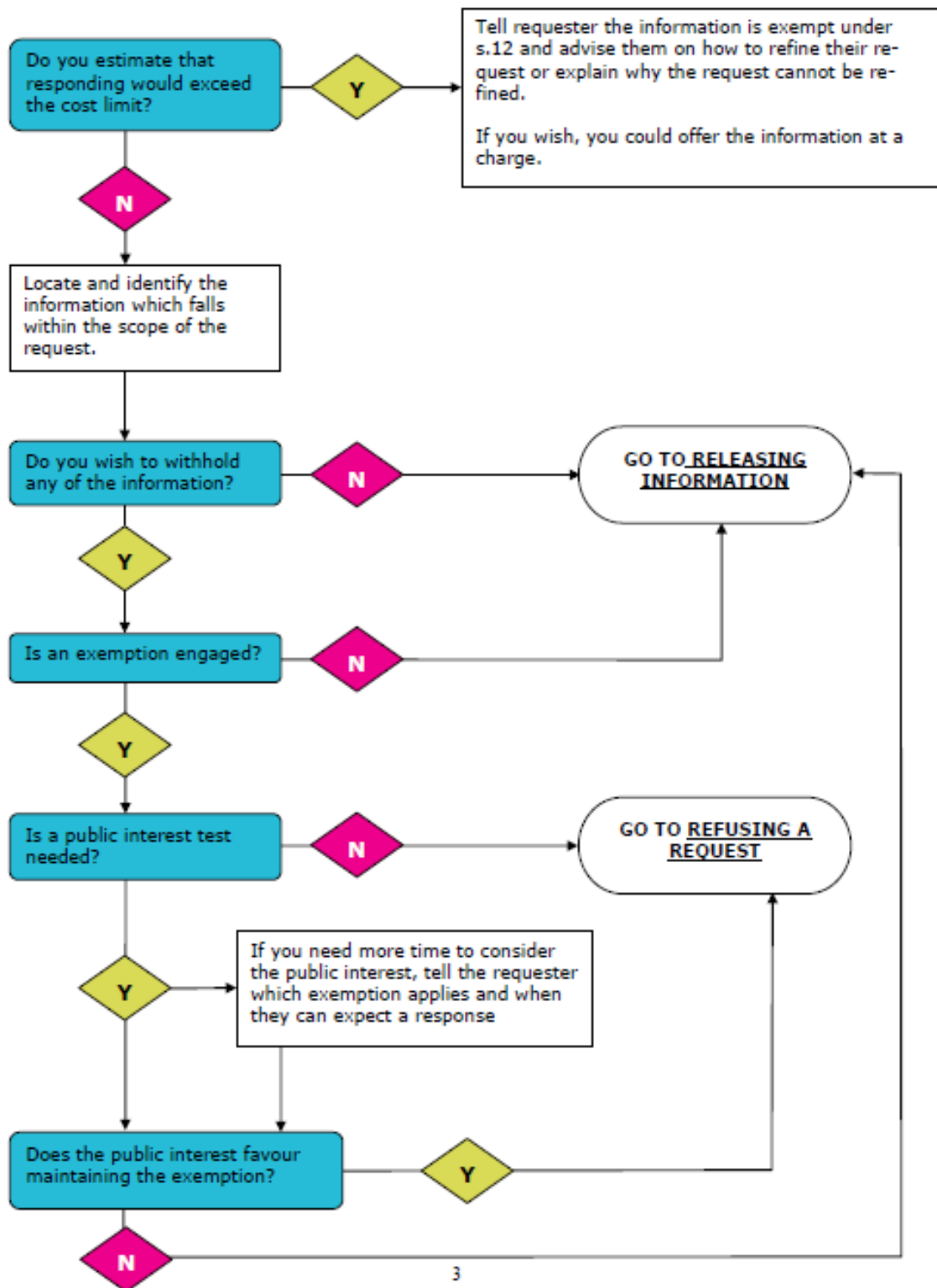
SECTION 2: APPENDICES

Appendix 1

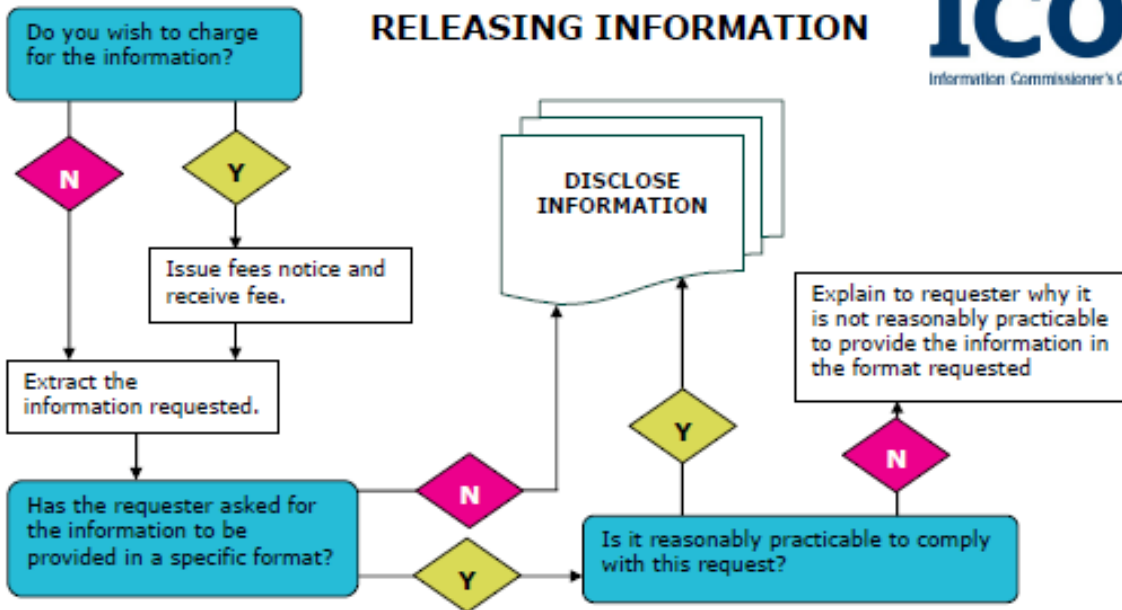


Start here

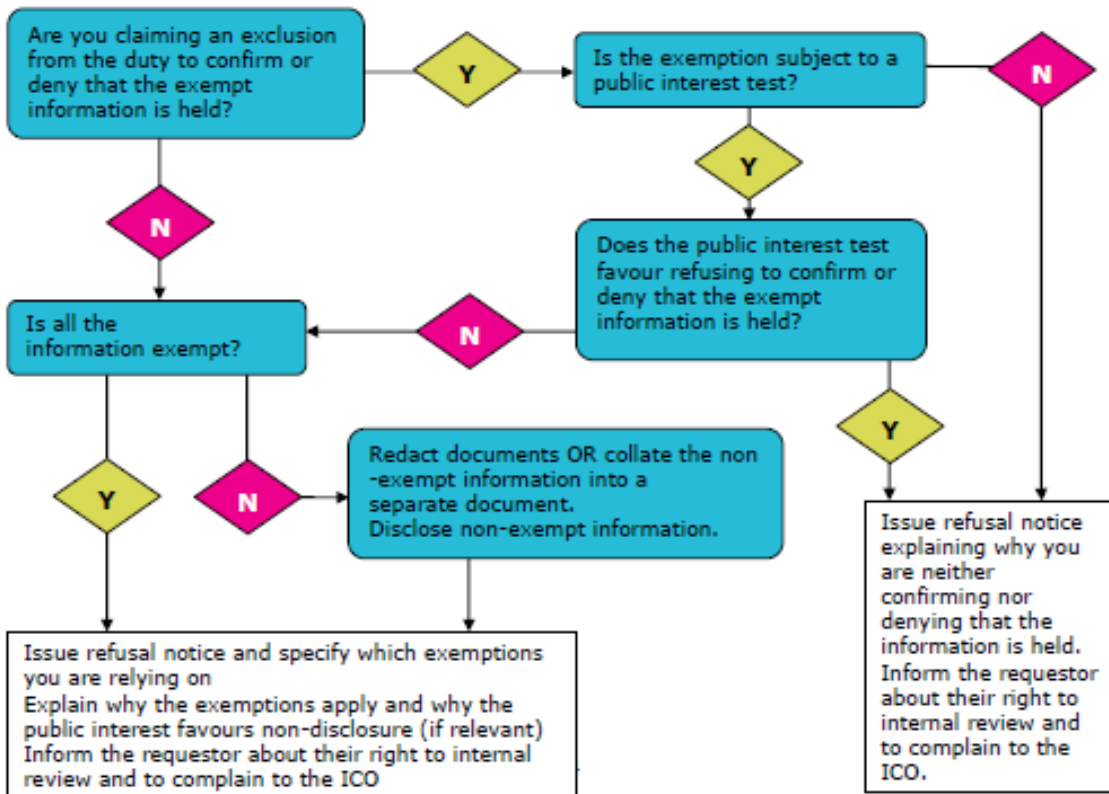




RELEASING INFORMATION



REFUSING A REQUEST



Freedom of Information – PUBLICATION SCHEME

Guide to information available from Bloomfield Collegiate School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	free
Who's who in the school	Hard copy	free
Who's who on the governing body and the basis of their appointment	Hard copy – Annual report, Organisation Chart for Board	free
Instrument of Government	Hard copy - Scheme of Management – <i>inspection only</i>	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy Website	free
School prospectus	Hard copy	free
Annual Report	Hard copy	free
Staffing structure	Hard copy	free
School session times and term dates	Hard copy	free

<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy – Annual Report	free
Capitalised funding	Hard copy	£**
Additional funding	Hard copy	£
Procurement and projects	Hard copy	£
Pay policy	Hard copy	£
Staffing and grading structure	Hard copy – Salary Policy	£
Governors' allowances	n/a	
**see Appendix 3 for charges		
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	

Current information as a minimum		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest ETI* report <ul style="list-style-type: none"> - Summary - Full report <p>[*Ofsted equivalent in NI]</p>	<p>Hard copy – Prospectus</p> <p>www.denidata.nics.gov.uk/insp/inspection_reports/2008_03/follow_up_inspection_bloomfield_collegiate_belfast.PDF</p>	free
Performance management policy and procedures adopted by the governing body.	Hard copy – PRSD Policy	£
Schools future plans	Hard copy – School Development Plan	£
Every Child Matters – policies and procedures	Not applicable to NI	
Child Protection	Hard copy - Child Protection Policy	£
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard copy – Prospectus	free

	Website	
Agendas of meetings of the governing body and its sub-committees	Hard copy	£
Minutes of meetings (as above) – 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 our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staff Organisational Chart • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy - Prospectus Hard copy – H & S Policy Hard copy – General Complaints Policy Hard copy – Staff Code of Professional Conduct policy Hard copy-Discipline Policy -Grievance Policy n/a Hard copy Hard copy – Equal Opportunity Policy Hard copy – Equal Opportunity Policy for Teachers Hard Copy – procedure for Internal and External	free £ £ £ £ £ £ £ £ £

	Appointments	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>n/a</p> <p>Hard copy – Curriculum Policy</p> <p>Hard copy – RSE Policy</p> <p>Hard copy – SEN Policy</p> <p>Hard copy - Equal Opportunity Policy</p> <p>Hard copy - Equal Opportunity Policy</p> <p>Hard copy of arrangements</p> <p>Hard copy – CEIAG and Work Experience Policies</p> <p>Hard copy- Citizenship and Behaviour Policy</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p> <p>free</p> <p>£</p> <p>£</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Records retention destruction and archive policies 	<p>Hard copy – Disposal of Records Scheme</p>	<p>£</p> <p>£</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. 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.</p>	<p>Hard copy – Prospectus, Credit Control Policy</p>	<p>free</p>

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	www.deni.gov.uk/index/85-about-the-dept/85-about_dept_circulars.htm Hard copy	£
Disclosure logs	n/a	
Asset register	Hard copy – <i>inspection only</i>	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy – <i>inspection only</i>	
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard copy Website	free
Out of school clubs	Hard copy	free
School publications	Hard copy	free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	free
Leaflets, books and newsletters	Hard copy	free

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

CHARGES

Contact details:

e-mail: info@bloomfield.belfast.ni.sch.uk

Tel.: 028 9047 1214

Fax: 028 9065 1252

Address: Astoria Gardens, Upper Newtownards Road, BELFAST, BT5 6HW.

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @15p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority