



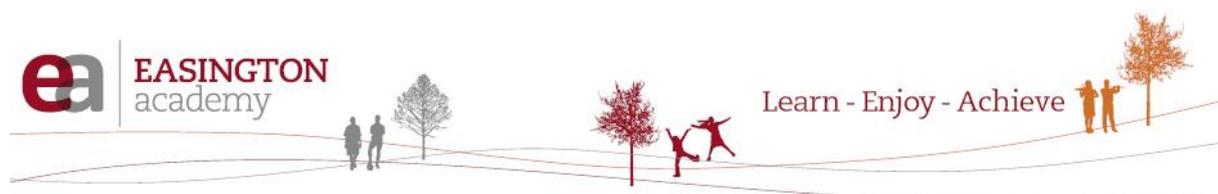
Freedom of Information Publication Scheme

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Freedom of Information Publication Scheme

1. Introduction

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

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.

The scheme covers information already published and information which is to be published in the future. Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for academies approved by the Information Commissioner.

2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future; this is split into categories of information known as 'classes' and can be found in section 5 of this scheme. The classes of information that we undertake to make available are organised into the following areas:

- Admission Pack & Parental Guides – Information relating to admissions and relevant areas
- Governors' Documents – Information published in governing body documents
- Students & Curriculum – Information about policies that relate to students and the Academy's curriculum
- Academy Policies – Information about policies that relate to the Academy in general

3. How to request information

You can request a copy of the information you want from the contact details below or alternatively you can visit our website.

If the information you are looking for is not available via the scheme and is not on our website, you can still ask if we have it. A request must be made in writing by email or letter.

Email: easington@durhamlearning.net

Letter: Easington Academy

Stockton Road

Easington Village

Peterlee

Co. Durham

SR8 3AY

To help us process your request quickly, please clearly mark any correspondence "FAO The Company Secretary: Publications Scheme Request"

Inclusions	Leaflet
The Pastoral Liaison Group	Leaflet
Bullying	Leaflet
Exclusions	Leaflet
Moving Up	Leaflet and packs

Information relating to the Governing Body – this section sets out information published in the Governing Body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the Academy. • The category of the Academy. • The name of the Governing Body. • The manner in which the Governing Body is constituted. • The term of office of each governor • The date the instrument takes place.
Minutes of Governing Body meetings and its sub-committees	Hard copy
Terms of Reference	Hard copy
Register of Interest	Hard copy

Student Policies – this section gives access to information about policies that relate to students and the Academy's curriculum.

Class	Website/Hard copy
Home-School Agreement	Hard copy
Curriculum	Website/Hard copy
Careers Education	Hard copy
Admissions	Website/Hard copy
Homework	Hard copy
Child Protection Policy	Website/Hard copy
Sex Education Policy	Website/Hard copy
SEND Policy	Website/Hard copy
Support Students with Medical Conditions	Website/Hard copy

Accessibility	Website/Hard copy
Assessment & Marking	Hard copy
Anti-Bullying	

Academy Policies/Reports – this section gives access to information about policies in general

Class	Description
Ofsted Report	Website/Hard copy
Health & Safety	Hard copy
Complaints Procedure	Hard copy
Staff Grievance	Hard copy
Pay Policy	Hard copy
Confidential Reporting Code	Hard copy
Data Protection	Hard copy
Recruitment, Selection and Disclosure	Hard copy
Leave of Absence	Hard copy
Sickness Absence	Hard copy
Pastoral Care	Website/Hard copy
Charging and Remissions	Hard copy
Equality & Diversity	Hard copy
Premises Management	Hard copy
Disciplinary	Hard copy
Allegation of abuse against teachers and other staff	Hard copy
Performance Management	Hard copy
Lettings	Hard copy
Code of Conduct – Staff	Hard copy
Capability for Teaching Staff	Hard copy
Freedom of Information	Hard copy

6. Responding to a FOI request

Compliance with a FOI request must be made within 20 working days, excluding non-school days. Where the 20th day to respond to a request during a non-school day, the academy will have up to 60 days to respond. The response time starts from the time the request is received. If further information is required from the enquirer to enable the academy to answer, the 20 days start time begins when this further information has been received.

Where an enquirer has been notified that a charge is to be made, the time period stops and then continues again once payment has been received.

7. Refusal of a FOI request

Personal information is exempt from release under FOIA. However if the person making the FOI request is the subject of that person information, they are entitled to have this personal information made available to them under the Data Protection Act.

There are four reasons for not complying with a valid request for information under the FOI:

- i. The information is not held;
- ii. The cost threshold is reached (£450);
- iii. The request is considered vexatious or repeated;
- iv. One or more of the exemptions apply (Appendix 1)

A record of all refusals will be recorded and retained for 5 years (Appendix 2).

8. Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or need to make a complaint then initially this should be addressed to:

The Company Secretary
Easington Academy
Stockton Road
Easington Village
Peterlee
Co. Durham
SR8 3AY

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Enquiry/Information Line: 01625 545 745
E-mail: publications@ic-foi.demon.co.uk

Exemptions

Although decisions on disclosure should be made on a presumption of openness, the FOI Act recognises the need to preserve confidentiality and protect sensitive material in some circumstances. Exemptions to disclosure are listed below:

There are two general categories of exemptions:

- Absolute: where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest; and
- Qualified: where, even if an exemption applies, there is a duty to consider the public interest in disclosing information.

Absolute Exemptions

- 1) Information accessible to the enquirer by other means
- 2) Information dealing with security matters
- 3) Court records
- 4) Parliamentary Privilege
- 5) Prejudice to the effective conduct of public affairs
- 6) Personal information
- 7) Information provided in confidence
- 8) Prohibitions on disclosure

Qualified Exemptions

- 1) Information available by other means
- 2) Information intended for future publication
- 3) National security
- 4) Defence
- 5) International relations
- 6) Relations within UK
- 7) The economy
- 8) Investigations and proceedings conducted by public authorities
- 9) Law enforcement
- 10) Audit functions
- 11) Formulation of government policy
- 12) Prejudice to the conduct of public affairs
- 13) Communications with the Queen
- 14) Health & Safety
- 15) Environmental information
- 16) Personal information
- 17) Legal professional privilege
- 18) Commercial interests

Appendix 2 - Freedom of Information Request Register

Please keep a record of all Freedom of Information requests and refusals

Compliance with a FOI request must be made within 20 working days, excluding non-school days. Where the 20th day to respond to a request during a non-school day, the academy will have up to 60 days to respond. The response time starts from the time the request is received. If further information is required from the enquirer to enable the academy to answer, the 20 days start time begins when this further information has been received.

Date request Received	Date to respond by	Information requested	Amount of Time spent	Date information sent	Details of who requested information i.e., name/email address	If refused, reason why?	Date refused