

# Freedom of Information

## THE HUB SCHOOL



Transforming Lives

<b>Policy Owner:</b>	School Business Manager
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<b>Approved by:</b>	Martin Green (Chair) - RCM	<b>Date:</b> 07/02/2019
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## Contents

1. Introduction.....	2
2. Aims.....	2
3. Information Published.....	2
4. Making a request.....	3
5. Complaints.....	4

## 1. Introduction

The FOI Act 2000 provides public access to information held by public authorities. The Hub School has adopted the generic model publication scheme issued by the Information Commissioner's Office and has also produced a guide to information available from The Hub School (specifying what information we publish and how it is available)

### Aims

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child
- help every child develop the skills, knowledge and personal qualities needed for life and work, and this publication scheme is a means of showing how we are pursuing these aims.

## 2. Information Published under the model publication scheme

### Class 1 – Who we are and what we do

Instrument of Government	Website
Board of Governors	Website
Location and accessibility details for the school	Website
Outline of the school curriculum	Website
School session times and term dates	Website

### Class 2 – What we spend and how we spend it

Pupil Premium Report and Information	Website
Budget Information	Paper
Procurement and Contracts	Paper
Funding Income	Paper
Governors Allowances	Paper
Pay Policy	Website/Paper
Staffing Structure	Paper

### **Class 3 – What our priorities are and how we are doing**

Mission, Ethos and priorities	Website/Paper
Ofsted Reports	Website/Paper
Appraisal Policy	Paper
Child Protection	Website/Paper

### **Class 4 – How we make decisions**

Governing Body and sub-committees	Paper
SLT	Paper
Admissions Policy	Website

### **Class 5 - Our Policies and Procedures**

Student and Curriculum policies	Website
Staff Policies	Website
Health and Safety and Premises Policies	Website
Records Management and Data Protection	Website
Complaints	Website
Finance	Paper
Equality and Diversity	Website
ICT	Website/Paper
Recruitment	Paper
Charging regimes and policies	Website

### **Class 6 – Lists and Registers**

Asset register	Paper
Curriculum circulars	Paper

### **Class 7 – The services we offer**

Newsletters	Website/Paper
Enrichment Activities	Paper

## **3. Making a Request**

Individuals or organisations may make a written request for information which they believe the School holds. To Request information under the provisions of the Act please email [thehubschool@admin.eastriding.gov.uk](mailto:thehubschool@admin.eastriding.gov.uk) or write to Headteachers PA, The Hub School, Springhead Lane, Anlaby Common, HU5 5YJ.

Please be sure to include your name and valid postal address, as required under the Act, and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. We will try to meet your preference as far as is reasonably practical, or notify you if we cannot do so.

### **4.1 Responding to your request**

We will inform you in writing whether we hold the information you have requested and if so, provide it 1 month from the day after the school receives the request until the corresponding calendar date in the next month. If this is not possible because the following month is shorter (and there is no corresponding calendar date), the date for response is the last day of the following month. If the corresponding date falls on a weekend or a public holiday, we will respond on the next working day.

The FOI Act does identify a number of categories of information which the School is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within 1 month from the day after the school receives the request.

### **3.2 Requests for personal information made under the Data Protection Act**

If you are seeking personal information about yourself, you should apply under the provisions of the Data Protection Act. Personal information about others is, and will remain, confidential.

## **4. Complaints**

If you are dissatisfied with the way the School has responded to a request for information, please write to the Head of School, The Hub School, Springhead Lane, Anlaby Common, HU5 5YJ.

The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website listed below, or by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.