



Pope John XXIII Catholic Multi-Academy Company

FREEDOM OF INFORMATION POLICY

Approved by Finance, Resources and Staffing Committee: 13th February 2017
Ratified by the Board of Directors: 28th February 2017
Date of Review: 1st March 2020

For: Corpus Christi Catholic Primary Academy
Holy Rosary Catholic Primary Academy
Our Lady and St Chad Catholic Academy
St Mary's Catholic Primary Academy

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1. Introduction

- 1.1 The Freedom of Information Act 2000 (FOIA) provides a general right of access to all recorded information held by a public authority. It was introduced to promote a greater openness and accountability across the public sector and requires all maintained schools and academies to be clear and proactive about the information they will make public.

2. Scope of the Policy

- 2.1 This policy applies to all recorded information held by Pope John XXIII Catholic Multi-Academy Company (MAC) (from here on referred to as “the MAC”), and its constituent Academies: Corpus Christi Catholic Primary Academy, Holy Rosary Catholic Primary Academy, St Mary’s Catholic Primary Academy and Our Lady and St Chad Catholic Academy The FOIA works alongside other information laws: the Data Protection Act... and Environmental information Regulations.,,,,
- 2.2 The FOIA does not give right of access to certain exempt information, such as personal information. Requests for personal data are exempt under section 40 of the FOIA and are dealt separately under the Data Protection Act 1998 and in accordance with the MAC’s Data Protection Policy.

3.0 Publication Scheme

- 3.1 The FOIA includes a requirement for a Publication Scheme, to act as a guide to what schools should routinely publish. As a result, the MAC has a publication scheme setting out:
- The classes of information that we publish or intend to publish
 - The manner in which the information will be published
 - Whether the information is available free of charge or on payment.
- 3.2 Information in our publication scheme is available in paper form; some may be available electronically via MAC and/or individual school websites.
- 3.3 The publication scheme conforms to the Information Commissioner’s Office (ICO) model scheme.

See appendix 1 for the MAC model publication scheme

4.0 How to request information

- 4.1 The MAC and its schools will provide advice and assistance to help people make a request under FOIA
- 4.2 If the information is not evident from the scheme or available on our websites, a request for information can be made in writing. If the information requested about the company is general in nature, or relevant across the whole MAC, it should be made to the MAC Business Director at the registered office see below. If the request is specific to an individual school it can be made directly to the school in the first instance.

Requests can be made to the MAC **at the company’s registered office, addressed to: Business Director, Pope John XXIII Catholic MAC, c/o OLSC, Old Fallings Lane, Wolverhampton, WV10 8BL or telephone: 01902 558250 or email info@olscmail.org.uk**

Or directly to the school involved:

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School	Telephone	Email
The Principal, Corpus Christi Catholic Primary Academy , Ashmore Avenue, Ashmore Park Wolverhampton, WV11 2LT	01902 866 840	corpuschristiprimaryschool@wolverhampton.gov.uk
The Executive Headteacher Holy Rosary Catholic Primary Academy Hickman Avenue Wolverhampton, WV1 2BS	01903 878440	holynosaryprimaryschool@wolverhampton.gov.uk
Executive Headteacher St Mary's Catholic Primary Academy Cannock Road Wolverhampton, WV10 8PG	01902 308870	stmarysprimaryschool@wolverhampton.gov.uk
The Principal Our Lady and St Chad Catholic Academy Old Fallings Lane, Wolverhampton, WV10 8BL	01902 558250	info@olscmail.org.uk

4.3 The MAC or school will respond to all requests promptly, and within the statutory time period of 20 working days, following receipt of a valid request. **(60 days in school holiday period)**. The timescale can be extended under a specific circumstances, for example, where an exemption applies and we are considering whether disclosure in the public interest should be made or not. Should this be the case, the MAC/school will keep you informed of progress at all times.

4.4 The MAC/school aim to provide as much information as it can under the FOI regime, however, certain information can be exempt from disclosure. The FOIA provides 23 exemptions from disclosure. Where the school considers an exemption to apply, we will explain in our response what exemption applies and the reasons why.

4.5 The MAC/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 is equal to 18 hours work at a statutory cost of £25 per hour.** Where we estimate that the cost of providing the information would take more than 18 hours of a staff member's time, then where possible, we will try to assist you with refining your request.

4.6 Single copies of information will be provided **at cost**, as listed in our Publication Scheme. If the request for information requires the MAC/school to undertake a large amount of copying or printing, or pay large postage costs, we will advise you of the cost before fulfilling your request. We may advise that payment be made prior to the provision of the information.

4.7 The MAC/school reserves the right to refuse requests that are vexatious or repeated. Where we believe this to be the case, the MAC/school will rely on guidance published by the Information Commissioners' Office (ICO) and will adhere to the requirement of the FOIA.

5.0 Appeals and Internal Review

5.1 If you are not satisfied with the information disclosed, the MAC has an internal review procedure and an appeal will be administered in accordance with it. An appeal request should be initially addressed to the Business Director as follows: **Business Director, Pope John XXIII Catholic MAC, c/o OLSC, Old Fallings Lane, Wolverhampton, WV10 8BL or telephone: 01902 558250 or email info@olscmail.org.uk**

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5.2 In carrying out an internal review, we aim, where possible, to ensure the review is carried out within 20 working days of the review request, (40 days in exceptional circumstances); and where possible, by a different member of staff to the person who originally responded.

We will make a fresh decision based on all the available evidence that is relevant at the date of the request. Where the original decision was made in an individual school, the reviewer would be the MAC Business Director; where the Business Director made a decision relating to a MAC wide request, the reviewer will be the Accounting Officer.

5.2 If you are not satisfied with our review and still feel that your complaint hasn't been resolved, then an independent review can be request from the Information Commissioner's office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate)

6.0 Monitoring and Review of this Policy

6.1 Compliance of this policy and related procedures will be monitored by the MAC Board of Directors.

6.2 This policy will be reviewed at least every three years.

Version 1.0	Date approved by Finance, Resources and Staffing Committee	13 th February 2017
	Date approved/ratified by Board of Directors:	28 th March 2017
	Signature of Chair of Board of Directors	

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Appendix A – Pope John XXIII Catholic MAC FOIA Publication Scheme.

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy or website for each school	Actual Cost See below
Who's who in the school /MAC BOD	Hard copy and /or website	
Who's who on the Academy Committee / board of Directors and the basis of their appointment	Hard copy and /or website	
Contact details for the Principal/Head teacher and for the Academy, via the school (named contacts where possible).	Hard copy and /or website	
School prospectus	Hard copy and /or website	
Annual Report and Company Accounts	Hard copy and /or website	
Staffing structure	Hard copy and /or website	
School session times and term dates	Hard copy and /or website	
Address of school and contact details, including email address.	Hard copy and /or 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) Current and previous financial year as a minimum	Hard copy and /or website for each school	Actual Cost See below
Annual budget plan and financial statements	Hard copy	
Capital funding	Hard copy	
Financial audit reports	Hard copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (e.g LA Diocese)	Hard copy	
Pay policy	Hard copy	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff	Hard copy	

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members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.		
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	
Directors' and representatives' allowances that can be incurred or claimed, and a record of total payments made to individual Directors/Representatives.	Hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Hard copy or website for schools	Actual Cost See below
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website/ hard copy Website/hard copy	
Performance management policy and procedures adopted by the Board of Directors and Academy Committee.	Hard copy	
Performance data or a direct link to it	Hard copy	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy/minutes of Academy Committee	
Safeguarding and child protection	Website/hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy or schools website	Actual Cost See below
Admissions policy/decisions (not individual admission decisions) – where applicable	Website/ hard copy	
Agendas and minutes of meetings of the BOD, Academy Committee their committees. (NB this will exclude information that is properly regarded as	Hard copy	

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private to the meetings).		
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only.</p> <p>As a minimum these must include policies, procedures and documents that the Company or school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	(hard copy or website)	<p>Actual Cost</p> <p>See below</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy	
<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>If the MAC/school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	Website/ hard copy	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	<p>Actual Cost</p> <p>See below</p>
Curriculum circulars and statutory instruments	Hard copy /inspection	
Disclosure logs	Hard copy/inspection	
Asset register	Hard copy/inspection	
Any information the MAC/school is currently legally required to hold in publicly available registers	Hard copy/inspection	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including</p>	(hard copy or website; some information may only	<p>Actual Cost</p>

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leaflets, guidance and newsletters produced for the public and businesses) Current information only	be available by inspection)	See below
Extra-curricular activities	Website/hard copy	
Out of school clubs	Website/hard copy	
Services for which the MAC/school is entitled to recover a fee, together with those fees	Website/hard copy	
School publications, leaflets, books and newsletters	Website/hard copy	
Additional Information This will provide MAC/schools with the opportunity to publish information that is not itemised in the lists above	As requested/hard copy	

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 per sheet (black & white)	Actual cost *
	Photocopying/printing per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	N/a	N/a

* the actual cost incurred by the public authority