



# Cotham School

## Freedom of Information Policy

### **Covid-19**

**During Covid-19 the school may be unable to respond to requests for information within the usual timescales. This is due to staff being unable to work on site to access and process the documents requested. We apologise for any inconvenience this may cause. If this is the case we will advise you. We thank you for your understanding and patience at this time.**

#### Version control

The table below shows the history of the document and the changes made at each version:

Version	Date	Summary of changes
1.0	17/06/2020	Initial version

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## Introduction

Cotham School is fully committed to complying with the Freedom of Information Act 2000 (FOIA). The aim of the Freedom of Information Act is to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them. These rights will facilitate better understanding of how public authorities carry out their duties, why they make the decisions they do and how they spend public money.

It is a requirement of the Act that the federation operates a Publication Scheme which must be approved by the Information Commissioner. The federation has adopted a model Publication Scheme which has been approved by the Commissioner.

## The Publication Scheme

The scheme provides information on the following:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and Registers
- The services we offer

The information is published on the schools website in various formats and is also available in hard copy where indicated in the publication scheme.

The publication scheme adopted by the school is included at Appendix 1.

## Requests for Information

Information held by the school that is not listed in the publication scheme can be requested in writing and will be considered in accordance with the Freedom of Information Act. Please mark all such requests clearly with the words Freedom of Information Request.

### **Please address queries to:**

The FOI Officer  
Cotham School  
Cotham Lawn Road  
Cotham  
Bristol  
BS6 6DT

Or by email to [info@cotham.bristol.sch.uk](mailto:info@cotham.bristol.sch.uk)

## Refusals

The Freedom of Information Act permits the school to refuse to provide information where exemptions apply to the information requested. Exemptions include requests that are commercially sensitive or are vexatious or repeated requests. In these circumstances, the school will outline the reasons for the refusal of information.

## Fees

The Freedom of Information Act allows the school to recover its costs for processing some elements of the request, including communication costs, photocopying, printing and postage. If the school intends to recover such costs a fees notice will be issued to the requestor.

# Appendix One – Freedom of Information Act Publication Scheme

## Introduction

This document has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme in response to Section 19 of the Freedom of Information Act 2000.

The Model Publication Scheme provided by the ICO for schools and academies has been adopted by Cotham School with effect from June 2020.

The Model Publication Scheme provides a list of the information routinely published by academies which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible, or, it would be impractical or resource-intensive to prepare the material for routine release.

## Guide to the Information Available from the Federation under the Publication Scheme

The table at Annex 1 details the information routinely published. Next to each category of information we have indicated the manner in which the information described will be available.

In some circumstances for items not routinely available the school will make a charge. This will be calculated on direct labour costs based on the time spent in researching and collecting the information which will be charged at a flat rate of £25 an hour, regardless of the actual costs per hour, and these costs will be charged if applicable.

There is no obligation to disclose information if the total cost calculated in this fashion exceeds £450. We will also charge ten pence plus VAT per photocopy or scanned document and/or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the school may waive the fee at its absolute discretion.

Confirmation of any payment due will be given prior to the information being provided. Payment will generally be requested prior to the provision of the requested information.

## Written Requests

Information held by the school that is not listed in the publication scheme can be requested in writing and will be considered in accordance with the Freedom of Information Act. Please mark all such requests clearly with the words Freedom of Information Request.

**Please address queries to:**

The FOI Officer  
Cotham School  
Cotham Lawn Road  
Cotham  
Bristol  
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Or by email to [info@cotham.bristol.sch.uk](mailto:info@cotham.bristol.sch.uk)

## Annex One – Guide to information available from the school under the publication scheme

Information to be published	How the information can be obtained (hard copies will be provided on payment of a fee)
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Website: <a href="http://www.cotham.bristol.sch.uk">www.cotham.bristol.sch.uk</a>
Who's who in the organisation	Website
Contact details for the organisation	Website
Staffing structure	Website
<b>Class 2 – What we spend and how we spend it</b>	
Cotham School Annual Report and Accounts for the previous financial year	Website or hard copy
Pupil Premium and Year 7 catch up funding	Website or hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Cotham School Aims, Vision and Strategy	Website or hard copy
School ethos and vision	Website or hard copy
Ofsted Reports	Website or hard copy
Examination Performance	Website or hard copy
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Approved Minutes of Full Governing Body (FGB) meetings	Website or hard copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
HR Policies	Website or hard copy
Admissions Policy	Website or hard copy
Behaviour Policy	Website or hard copy
Charging and Remissions Policy	Website or hard copy
Exclusions Policy	Website or hard copy
Careers Information / Access to providers	Website or hard copy
Equality Objectives	Website or hard copy
Safeguarding (Child Protection) Policy	Website or hard copy
SEND policy / SEND information report	Website or hard copy
Health and safety policy	Website or hard copy

Complaints procedure	Website or hard copy
Data Protection policy	Website or hard copy
Freedom of Information policy	Website or hard copy
Privacy Notice	Website or hard copy
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	
Cotham School Statutory Books	Hard copy of public information only
<b>Class 7 – The services we offer</b> <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).</b>	
Academies and Schools	Website
Alternative Provision	Website
Post-16	Website
Teaching School	Website