



## REDBOURN JUNIOR SCHOOL FREEDOM OF INFORMATION POLICY Incorporating the PUBLICATION SCHEME

### REVIEW RECORD

<b>Name of Policy</b>	
Freedom of Information Policy	
<b>Staff Responsible for Review (e.g. Headteacher, Subject Leader)</b>	<b>Date presented to staff</b>
Headteacher	
<b>Committee Responsible for Review</b>	<b>Date of Review</b>
	November 2014
<b>Date of Adoption in Committee Minutes</b>	<b>Date of Next Review</b>
November 2014	November 2016

*COPY OF POLICY KEPT IN POLICIES FOLDER IN SCHOOL OFFICE*

<b>RECORD OF AMENDMENTS</b>	
<b>Page/Clause Amended</b>	<b>Brief Details of Changes</b>
Annex A	Updated Feb 2010
Section 3.6	Updated Aug 2010 to show documents published on website
Publication Scheme	Updated to reflect revised model policy dated Dec 2010

## Freedom of Information Act (FoIA)

The governors of Redbourn Junior School understand that the FoIA

- Provides a general right of access to anyone to information held by the school, subject to certain conditions and exemptions ( for example personal information, information provided in confidence and some commercial information can be restricted), although the majority of exemptions are dependent on whether disclosure is in the public interest;
- **All** recorded information is covered and the Act is fully retrospective;

The general assumption is that information should be made available on request rather than should not be made available

The FoIA does not give individuals access to their personal information, though if a request is made, the Data Protection Act gives the individual this right. If the individual chooses to make this information public it could be used alongside non-personal information gained by the public under the terms of the FoIA.

In accordance with the requirements of the FoIA, the governors of Redbourn Junior School have adopted a Publication Scheme, published in Section 2. The Scheme is updated at least annually to take account of revisions to available documents.

All requests for information under the FoIA shall be notified to the Headteacher and shall be dealt with within 20 working days.

Documents created and maintained by Redbourn Junior School in the course of its business are kept in accordance with the Retention Guidelines for Schools, issued by the Records Management Society of Great Britain Local Government Group (Version: 10<sup>th</sup> February 2006).

### Pupil workbooks

Pupil workbooks are available for viewing by parents at all formal consultations. Parents may have access to workbooks at other times but this must be on school premises. Requests to remove pupils' work from the school premises during the academic year will be denied. Should parents wish to have copies of school work, the school reserves the right to charge for the cost of photocopies (including time) if a significant amount of copying is requested.

## **This is Redbourn Junior School's Publication Scheme on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

### **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme. It will be of most use to schools developing their own guide to information. Alternative model guides to information for Nursery and Primary schools will be available when released by the ICO. In the meantime it is recommended that such schools adopt this approach but areas relevant only to Secondary schools are not included.

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 ICO would expect schools to make the information in this document available unless:

- we 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.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

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

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this

scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

## 2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.Redbournjm@herts.sch.uk](mailto:www.Redbournjm@herts.sch.uk)

Email: [admin@Redbournjm.herts.sch.uk](mailto:admin@Redbournjm.herts.sch.uk)

Tel: 01582 626489

Contact Address: Redbourn Junior School, Long Cott, Redbourn, Herts AL3 7EX

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

## 3. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

## 4. Classes of Information Currently Published

<b><u>Information to be published</u></b>	<b><u>How the information can be obtained</u></b>	<b><u>Cost</u></b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
<ul style="list-style-type: none"><li><b>Instrument of Government</b></li></ul> The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.	Hard copy	
<ul style="list-style-type: none"><li><b>School prospectus</b></li></ul>	Hard copy or Website	

<u><b>Information to be published</b></u>	<u><b>How the information can be obtained</b></u>	<u><b>Cost</b></u>
<p>The statutory contents of the school prospectus, as follows:</p> <ul style="list-style-type: none"> <li>- information about the implementation of the governing body's policy on pupils with special educational needs (SEN).</li> <li>- a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.</li> </ul> <p>Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p> <ul style="list-style-type: none"> <li>• <b>Annual Report</b></li> </ul> <p>Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.</p> <ul style="list-style-type: none"> <li>• <b>Governing Body</b></li> </ul> <p>The names, and contact details of the governors should be available and the basis on which they have been appointed.</p> <ul style="list-style-type: none"> <li>• <b>School session times and term dates</b></li> </ul> <p>Details of school session times and dates of school terms and holidays.</p> <ul style="list-style-type: none"> <li>• <b>Location and contact information</b></li> </ul> <p>The address, telephone number and website for the school together with the names of key personnel.</p>	<p>N/A</p> <p>Website</p> <p>Hard copy or Website</p> <p>Website</p>	
<p><b>Class 2 - What we spend and how we spend it</b>  Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.  Current and previous two financial years as a minimum.</p>		
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b></li> </ul> <p>Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</p> <ul style="list-style-type: none"> <li>• <b>Capital funding</b></li> </ul> <p>Details of the capital funding allocated to the school</p>	<p>Hard copy</p> <p>Hard copy</p>	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>together with information on related building projects and other capital projects.</p> <ul style="list-style-type: none"> <li>• <b>Additional Funding</b></li> </ul> <p>Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)</p> <ul style="list-style-type: none"> <li>• <b>Procurement and contracts</b></li> </ul> <p>Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p> <ul style="list-style-type: none"> <li>• <b>Pay policy</b></li> </ul> <p>The statement of the school's policy and procedures regarding teachers' pay.</p> <ul style="list-style-type: none"> <li>• <b>Staffing and grading structure</b></li> <li>• <b>Governors' allowances</b></li> </ul> <p>Details of allowances and expenses that can be claimed or incurred.</p>	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	
<p><b>Class 3 - What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum</p>		
<p>Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included.</p> <ul style="list-style-type: none"> <li>• <b>School profile</b> <ul style="list-style-type: none"> <li>- Government-supplied performance data</li> <li>- Summary of latest Ofsted report*</li> <li>- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community</li> </ul> </li> </ul> <p>(* the full Ofsted report should also be available.)</p> <ul style="list-style-type: none"> <li>• <b>Performance management information</b></li> </ul> <p>Performance management policy and procedures</p>	<p>Website</p> <p>Hard copy</p>	



<u><b>Information to be published</b></u>	<u><b>How the information can be obtained</b></u>	<u><b>Cost</b></u>
<ul style="list-style-type: none"> <li>• <b>School policies</b> This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</li> <li>• <b>Pupil and Curriculum policies</b> This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and pupil discipline.</li> <li>• <b>Records management and personal data policies</b> This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</li> <li>• <b>Equality and diversity</b> This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</li> <li>• <b>Policies and procedures for the recruitment of staff</b> If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</li> <li>• <b>Charging regimes and policies</b> Details of any statutory charging regimes should be provided. 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.</li> </ul>	<p>Hard copy and website</p> <p>Hard copy and website</p> <p>Hard copy</p> <p>Hard copy and website</p> <p>Hard copy</p> <p>Hard copy and website</p>	
<p><b>Class 6 - Lists and registers</b> Currently maintained list and registers only.</p>		
<ul style="list-style-type: none"> <li>• <b>Curriculum circulars and statutory instruments</b></li> </ul>	<p>Hard copy</p>	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.</p> <ul style="list-style-type: none"> <li>• <b>Disclosure logs</b></li> </ul> <p>If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.</p> <ul style="list-style-type: none"> <li>• <b>Asset register</b></li> </ul> <p>We would expect some information from capital asset registers to be available, if such registers are held.</p> <ul style="list-style-type: none"> <li>• <b>Any information the school is currently legally required to hold in publicly available registers.</b></li> </ul>	<p>N/A</p> <p>Hard copy</p> <p>Hard copy</p>	
<p><b>The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p>	<p>Hard copy and website</p>	
<p>Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:</p> <ul style="list-style-type: none"> <li>• <b>Extra-curricular activities</b></li> <li>• <b>Out of school clubs</b></li> <li>• <b>School publications</b></li> <li>• <b>Services for which the school is entitled to recover a fee, together with those fees</b></li> <li>• <b>Leaflets, booklets and newsletters.</b></li> </ul>		

*Our website is at [www.Redbournjm.herts.sch.uk](http://www.Redbournjm.herts.sch.uk)*

## **7. 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 wish to make a complaint then initially this should be addressed to *The Headteacher, Redbourn Junior School, Long Cott, Redbourn, Herts AL3 7EX*

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. They can be contacted at:

***Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***

*or*

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).**

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**

