



# Freedom of Information Act Policy

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Nov 2017

Approved by Governing Body: Nov 2017

Next Review due: Nov 2020

# **This is Churchfields Junior School 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**

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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.

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. All information in our publication scheme is available in paper form. Some information which we hold may not be made public, for example personal information.

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

## **2. Written requests**

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Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## **3. The classes of information which we publish or intend to publish**

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Who we are and what we do:

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it:

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing:

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions:

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations

Our policies and procedures:

Current written protocols for delivering our functions and responsibilities.

#### Lists and Registers:

Information held in registers required by law and other lists and registers relating to the functions of the authority.

#### The Services we Offer:

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

#### *The classes of information will not generally include:*

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **4. The manner in which the information will be published**

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- Churchfields Junior School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- Where it is within the capability of the school, information will be provided on a website.
- Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.
- In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- Information will be provided in the language in which it is held or in such other language that is legally required. Where Churchfields Junior School is legally required to translate any information, it will do so.
- Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **5. Whether the information is available free of charge or on payment**

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The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Churchfields Junior School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

*Please note:* Though information published on our website is free, 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.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## 6. Aims and objectives

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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.

## 7. Categories of information published

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The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. As previously stated this information is split into categories of information known as 'classes'. The classes of information that we undertake to make available are organised into four broad topic areas:

*School Prospectus* – information published in the school prospectus.

*Governors' Documents* – information published in other governing body documents.

*Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.

*School Policies and other information related to the school* - information about policies that relate to the school in general.

## 8. How to request information

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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.

Email: [admin.churchfields-jun@redbridge.gov.uk](mailto:admin.churchfields-jun@redbridge.gov.uk)

Tel: 020 8504 4650

Fax: 020 8559 2358

Contact Address: Churchfields, South Woodford, London E18 2RB

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, you can still contact the school to ask if we have it.

## 9. Classes of Information Currently Published

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Governors - information relating to the governing body– this section sets out information relating to governing body documents.

List of Governors and category of office

Minutes’ of meeting of the governing body and its committees

Agreed minutes of meetings of the governing body and its committees [*current and last full academic school year*]

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum. Please see the website under policies for a full list.

Home – school agreement

Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils

School Behaviour Policy

Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

Exclusion Procedures

As an appendix of the Behaviour Policy

Sex and Relationships Education Policy

Statement of policy with regard to sex and relationship education

Special Education Needs and Inclusion Policy

Information about the school's policy on providing for pupils with special educational needs

Child Protection Policy

Statement of policy for safeguarding and promoting welfare of pupils at the school.

Collective Worship

Statement of arrangements for the required daily act of collective worship

## Curriculum policy

Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

## Data Protection Policy

Churchfields Junior School needs to keep certain information about its employees, students and other users to allow it to monitor performance, achievements, and health and safety, for example. It is also necessary to process information so that staff can be recruited and paid, courses organised and legal obligations to funding bodies and government complied with. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To do this, Churchfields Junior School must comply with the Data Protection Principles which are set out in the Data Protection Act 1998 (the 1998 Act).

## Freedom of Information Publication

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

## Equality objectives/targets as per the Equalities Act 2012

## Complaints procedure

Statement of procedures for dealing with complaints

## Charging and Remissions Policies

A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips

## Health and Safety Policy and risk assessments

Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy

## Further documents held by the school and sent out to parents by email

### School Newsletter

Visitors/Trips Letters giving details of visits to school by other professionals and class trips out to other educational establishments

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## 10. 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, as per the schools complaints policy, then initially this should be addressed to: Mrs R Emeny – Headteacher

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.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

### **Review**

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This policy is reviewed by staff and governors every three years. Parents are most welcome to view copies of this document on the school's website and comments are invited from anyone involved in the life of the school.