

SUNNYMEDE JUNIOR SCHOOL

FREEDOM OF INFORMATION POLICY

(Including Publication Scheme)



Ratified by Governing Body: June 2016

Review: every three years

Review date: April 2019

Record of Policy Review

Freedom of Information Policy (Including Publication Scheme)

Review date	Headteacher's signature	Chair of Governor's signature
April 2016		
June 2019		

Staff and governors were consulted as part of the policy writing process.

At Sunnymede Junior School, we are committed to openness and transparency in the provision of information to all persons or organisations that request it.

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.

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. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

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

The school understands that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be adopted in all matters relating to data protection and information sharing.

2. Aims and Objectives

At Sunnymede Junior School we firmly support the concept that Every Child Matters and aim for all children to be successful learners, confident individuals and responsible citizens

We aim to provide a caring and stimulating environment where all pupils are encouraged to thrive both academically and socially. Confidence and independence are highly valued and a positive attitude to learning is expected of everyone within our community. Mutual respect is vital and we attach great importance to the partnership between home and school. We work hard to ensure optimum intellectual, social, physical and emotional development for all pupils. We do this by:

- Providing appropriate access to the National Curriculum
- Fostering an atmosphere of discovery and learning
- Promoting rigorous standards in work and behaviour
- Ensuring that all pupils have the opportunity to experience success
- Maintaining an ambience of tolerance and respect for all cultures and beliefs
-

This publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of

information known as ‘classes’. These are split into categories of information known as ‘classes’

The classes of information that we undertake to make available are as follows:

Class 1	Who we are and what we do
Class 2	What we spend and how we spend it
Class 3	What our priorities are and how we are doing
Class 4	How we make decisions
Class 5	Our policies and procedures
Class 6	Lists and registers
Class 7	The services we offer

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.

See **Appendix 1** for a list of published information within each of the classes and details of how to obtain it.

4. 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.

Email: **admin@sunnymede-jun.essex.sch.uk**

Tel: 01277 651364

Contact Address: **The Meadoway, Billericay, Essex, CM11 2HL**

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

We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2009 and Data Protection Act 1998:

We will normally confirm within five school days whether or not we hold the information you request and will either provide it promptly or within the **20 school days** (excluding school holidays) required by the Freedom of Information Act.

If the information you’re looking for is unavailable via the scheme, you can still contact the school to ask if we have it.

Protocols outlined in **APPENDIX 2** will be followed by the school when a request is received.

5. Paying for Information

Wherever possible, all materials will be made available electronically. Single copies of information covered by this publication are provided free unless stated otherwise. 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.

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

If a parent requests a paper copy of information on the school website, this will be provided free of charge. The charges outlined below refer to other documentation not published on the school website.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying/printing: 20p per sheet (black & white) 30p per sheet (colour)	Actual cost *
	Postage	Actual
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Admin Fee £20 per hour	

*The actual cost incurred by the public authority

6. Information to be Included on the School Website

Every local-authority-maintained school must publish specific information on its website to comply with [The School Information \(England\) \(Amendment\) Regulations 2012](#). See **Appendix 3**.

7. Roles and Responsibilities

Staff

The staff are responsible for:

- Adhering to the policy
- Responding to any request for Information by following the checklist (see Appendix 2)

The Headteacher

The headteacher is responsible for:

- The day-to-day implementation of the Freedom of Information Policy & Publication Scheme
- Ensuring that all staff are aware of the policy (including having ready access to it) and understand how the procedures are to be applied
- Ensuring that requests are dealt with and responses are given within the required time limit

The Governing Body

The governors are responsible for:

- Agreeing the Freedom of Information Policy & Publication Scheme
- Agreeing a charging policy for complying with requests
- Delegating day-to-day responsibility for the policy to the headteacher
- Dealing with any complaints linked to the release of information (see Complaints policy)
- Monitoring and reviewing the policy on an annual basis, and in light of any changes in legislation

8. 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, this should be addressed to the Headteacher, Mrs R. Branch at Sunnymede Junior School in the first instance.

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 Chair of Governors at the school,

If this also fails to resolve the issue to your satisfaction, then you should contact 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

Enquiry/Information Line: 01625 545 700
Email: publications@ic-foi.demon.co.uk
Website : www.informationcommissioner.gov.uk

Guide to information available from Sunnymede Junior School under the model publication scheme

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.	How the information can be obtained
Who's who in the school	Hard copy from school office
Who's who on the governing body and the basis of their appointment	Website / Hard copy from school office
Instrument of Government	Written request
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address)	School Prospectus / Website
School Prospectus	Website
Staffing structure	Written request
School session times and term dates	Website (school prospectus)
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	
Annual budget plan and financial statements	Hard copy on request
Capitalised funding	Hard copy on request
Additional funding	Hard copy on request
Procurement and projects	Hard copy on request
Pay policy	Hard copy on request
Staffing and grading structure	Hard copy on request
Governors' allowances	Hard copy on request
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	
Government supplied performance data Latest Ofsted Report	Website
Performance management policy and procedures adopted by the governing body.	Hard copy on request
School's future plans (School Development Plan)	Hard copy on request (summary on school website)
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	Website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy on request
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meetings	Hard copy on request
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies not listed above, including: <ul style="list-style-type: none"> • Charging Policy • Complaints and Compliments Procedure 	Website Website

<ul style="list-style-type: none"> • Health and Safety • Information Request Handling Policy (Data Protection) • Equality Policy • Staff Discipline and grievance policies 	Website Website Website Hard copy on request
Pupil and Curriculum policies, including: <ul style="list-style-type: none"> • Home-School Agreement • Sex Education • Special Educational Needs • Accessibility • Behaviour 	Website (hard copy on written request)
Records management and personal data policies, including: <ul style="list-style-type: none"> • Data protection (including information sharing policies) 	Website
Class 6 - Lists and Registers Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	Meet with Headteacher to discuss request
Disclosure logs	Meet with Headteacher to discuss request
Asset register	Meet with Headteacher to discuss request
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Meet with Headteacher to discuss request
Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Extra-curricular activities / Out of school clubs	Website
School publications	Website or written request
Services for which the school is entitled to recover a fee, together with those fees	Written request
Leaflets, books and newsletters	Newsletter: website Leaflets / booklets: website or written request

Checklist for action on receipt of a request for information (based on DCSF guidelines)

1. Decide whether the request is a request under Data Protection or Freedom of Information.
2. Decide whether the school holds the information or whether the request should be transferred to another body.
3. Provide the information if it has already been made public.
4. Inform the enquirer if the information is not held.
5. Consider whether a third party's interest might be affected by disclosure and if so consult them.
6. Consider whether any exemptions apply (take advice from headteacher if unsure).
7. If a request is made for a document that contains personal information ensure that the personal information is removed.
8. Estimate the cost of fulfilling the request. Check this with the headteacher. If the cost is of production (photocopying) or postage is higher than expected inform the enquirer of the cost prior to releasing the information.

Content Requirement for School Website

Every local-authority-maintained school must publish specific information on its website to comply with [The School Information \(England\) \(Amendment\) Regulations 2012](#).

School Contact Details

Your school's website must include:

- your school's name
- your school's postal address
- your school's telephone number
- the name of the member of staff who deals with queries from parents and other members of the public

Admission Arrangements

You must do one of the following:

- publish your school's admission arrangements, explaining how you will consider applications for every age group, including:
 - arrangements for selecting the pupils who apply
 - your oversubscription criteria (how you offer places if there are more applicants than places)
 - an explanation of what parents should do if they want to apply for their child to attend your school
- publish details of how parents can find out about your school's admission arrangements through your local authority

Ofsted Reports

You must do one of the following:

- publish a copy of your school's most recent Ofsted report
- publish a link to the webpage where users can find your school's most recent Ofsted report

Exam and Assessment Results

Key stage 2 (KS2) results

You must publish the following details from your school's most recent KS2 results:

- percentage of pupils who achieved level 4 or above in reading, writing and maths
- percentage of pupils who have improved by 2 or more levels in reading, writing and maths between key stage 1 (KS1) and KS2
- percentage of pupils who achieved level 5 or above in reading and writing
- percentage of pupils who achieved level 5 or above in maths

Performance Tables

You must include a link to the [school and college performance tables](#).

Curriculum

You must publish:

- the content of the curriculum your school follows in each academic year for every subject
- the names of any phonics or reading schemes you are using in KS1 (not applicable to Sunnymede Junior School)
- a list of the courses available to pupils at KS4, including GCSEs (not applicable to Sunnymede Junior School)
- how parents or other members of the public can find out more about the curriculum your school is following

Behaviour Policy

You should publish details of your school's behaviour policy.

The policy must comply with [section 89 of the Education and Inspections Act 2006](#).

Pupil Premium

You must publish details of how your school spends its [pupil premium funding](#) and the effect this has had on the attainment of the pupils who attract the funding.

You must include:

- how much pupil premium funding you received for this academic year
- details of how you intend to spend the funding, including your reasons and evidence
- details of how you spent the pupil premium funding you received for last academic year
- how it made a difference to the attainment of disadvantaged pupils

The funding is allocated for each financial year, but the information you publish online should refer to the academic year, as this is how parents and the general public understand the school year.

As you won't know how much funding you're getting for the latter part of the academic year (from April to July), you should report on the funding up to the end of the financial year. You should then update this information later in the year when you have all the figures.

Year 7 literacy and numeracy catch-up premium (not applicable to Sunnymede Junior School)

If your school receives [year 7 literacy and numeracy catch-up premium funding](#), you must publish details of how you spend this funding and the effect this has had on the attainment of the pupils who attract it.

You must include:

- how much year 7 catch-up premium you received for this academic year
- details of how you intend to spend the funding
- details of how you spent your year 7 catch-up premium last academic year
- how it made a difference to the attainment of the pupils who attract the funding

PE and Sport Premium for Primary Schools

You must publish details of how you spend this funding and the effect it has had on pupils' PE and sport participation and attainment.

You must include:

- how much PE and sport premium funding you received for this academic year
- a full breakdown of how you've spent or will spend the funding this year
- the effect of the premium on pupils' PE and sport participation and attainment
- how you will make sure these improvements are sustainable

Special Educational Needs (SEN) Report

You must publish a report on your school's policy for pupils with SEN.

The report must comply with:

- [section 69\(2\) of the Children and Families Act 2014](#)
- [regulation 51](#) and [schedule 1 of the Special Educational Needs and Disability Regulations 2014](#)
- section 6 of the '[Special educational needs and disability code of practice: 0 to 25 years](#)'

The report must include:

- your school's admission arrangements for pupils with SEN or disabilities
- the steps you've taken to prevent pupils with SEN from being treated less favourably than other pupils
- details of your school's access facilities for pupils with SEN
- the accessibility plan your governing body has written in compliance with [paragraph 3 of schedule 10 to the Equality Act 2010](#)

Governors' Information and Duties

You must publish information about your school's governors, including:

- details of each governor's:
 - business interests
 - financial interests
 - governance roles in other schools
- the structure and responsibilities of the governing body and committees

Charging and Remissions Policies

You must publish your school's charging and remissions policies. The policies must include details of:

- the activities or cases for which your school will charge pupils' parents
- the circumstances where your school will make an exception on a payment you would normally expect to receive under your charging policy

Values and Ethos

Your website should include a statement of your school's ethos and values.

