



## Freedom of Information

<b>Policy Number:</b>	SP20	<b>Created by:</b>	HS
<b>Reviewed by:</b>	Resources	<b>Responsibility:</b>	Resources
<b>Last Review:</b>	March 2019	<b>Next Review:</b>	March 2022
<b>Review Cycle:</b>	3 Years	<b>Ratified by GB:</b>	

### 1. Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to 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:

- a) The classes of information which we publish or intend to publish;
- b) The manner in which the information will be published; and
- c) 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 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 model scheme for schools approved by the Information Commissioner. The school's management and governing body aims to respond to requests within 20 working days.

The headteacher has the day to day responsibility for implementing this policy. If there is any doubt about whether information should be released then the headteacher and chair of governors should be consulted who may need to seek advice from the Local Authority. If an exemption is to be applied then this and reasons why should be made clear in the response to the enquirer.

### 2. The Law

Wilfully concealing, damaging or destroying information in order to avoid answering a query is a criminal offence. As legislation is often amended and Regulations introduced, the references made in this guide may be to legislation that has been superseded.

### 3. Categories of Information Published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will in the future – this is split into categories of information known as 'classes'. These are contained in section 5 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- a) *School Website* – information published on the school website.
- b) *Governors' Documents* – information published in the Governors' Annual Report and in other governing body documents.

- c) *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
- d) *School Policies* – information about policies that relate to the school in general.

#### 4. How to Request Information

To be valid, any requests for information must be in writing (including fax and e-mail) and has the name and correspondence address of the enquirer and has details of the information required. You can request a copy of the information you want from the contact detailed below, or visit our website at [www.purbrook-jun.hants.sch.uk](http://www.purbrook-jun.hants.sch.uk).

If the information you are looking for is not available via the scheme and is not on our website, you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: via the email link on the home page of the school website or [headteacher@purbrook-jun.hants.sch.uk](mailto:headteacher@purbrook-jun.hants.sch.uk)

Tel: 023 9225 4577

Contact Address: Headteacher  
Purbrook Junior School  
Aldermoor Road East  
Purbrook  
Waterlooville PO7 5NQ

To help us process your request quickly, please clearly mark any correspondence “**FREEDOM OF INFORMATION REQUEST**” (in **bold CAPITALS**).

#### 5. Paying for Information

The FOIA allows us to recover a fee for our communication costs, such as photocopying, printing and postage. We cannot normally charge for any other costs, such as for staff time spent searching for information, unless other relevant legislation authorises this. We will let you know any costs before fulfilling your request.

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.

#### 6. Classes of Information Currently Published

a) **School Website** – this section sets out information published in the school prospectus.

The statutory contents of the **school website** are as follows, (other items may be included at the school's discretion):

- The name, address and telephone number of the school, and the type of school.
- The names of the headteacher and chair of governors.
- Information about admissions.
- A statement of the school's ethos and values.
- Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.
- Information about the school's policy on providing for pupils with special educational needs.
- National Curriculum assessment results for appropriate Key Stages, with national summary figures.
- Information regarding Pupil Premium Funding
- Information regarding Sports Premium Funding
- Equalities Data
- A link to the webpage where users can find the school's most recent Ofsted report
- A link to the DfE school performance tables website
- Information about the school's curriculum
- Behaviour Policy
- Charging and Remissions Policy

b) **Information relating to the governing body** – this section sets out information published in Governing Body documents:

**Instrument of Government:**

- The name of the school.
- The category of the school.
- The name of the governing body.
- The manner in which the governing body is constituted.
- The name of any person entitled to appoint any category of governor.
- Details of any trust.
- If the school has a religious character, a description of the ethos of the school.
- The date the instrument takes effect.

**Minutes from governors board and committee meetings:**

- Minutes of meetings

**c) Pupils & Curriculum Policies – this section gives access to information about policies that relate to pupils and the school curriculum**

- Sex Education Policy
- Collective Worship
- Behaviour Policy
- Homework
- E-Learning Safety
- Attendance
- Code of Conduct
- Teaching and Learning
- Supporting pupils at school with medical conditions

**d) School Policies – this section give access to information about policies that relate to the school in general. All published policies are available on the school website**

- Reports of School Inspections under Sections 10 and 23 of the School Inspections Act 1996
- Charging Policy
- Special Educational Needs and SEND report
- Single Equality Statement
- Health and Safety
- Child Protection
- Complaints Procedure
- Staff Conduct, Discipline and Grievance
- Whistle Blowing
- Safeguarding
- Offsite Activities and Educational Visits
- Information Sharing and Confidentiality
- Asthma
- Inclusion

**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 need to make a complaint then initially this should be addressed to:

*Headteacher, Purbrook Junior School, Aldermoor Road East, Purbrook, Waterloo, PO7 5NQ*

If you are not satisfied with the assistance 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 Officer. This is the organisation that ensure 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 Line: 01625 545745 / 08456 306060 (Monday to Friday 9am to 5pm)*  
*E-mail: using the contact form held on the Information Commissioner's Office website –*  
[www.ico.gov.uk/global/contact\\_us.aspx](http://www.ico.gov.uk/global/contact_us.aspx)