



## Freedom of Information

<b>Policy Number:</b>	SP20	<b>Created by:</b>	HS (ICO definition document)
<b>Reviewed by:</b>	Resources	<b>Responsibility:</b>	Resources
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<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.

For the avoidance of doubt, the information included in this document covers all schools in England that are subject to the Freedom of Information Act 2000 (FOIA), including academies and free schools.

This document assists our school by giving examples of the kinds of information that we would be expected to provide in order to meet the commitments under the FOIA model publication scheme. It should be noted that schools are not expected to routinely publish all information; for example, where they do not hold it or where it is publicly available elsewhere or is exempt. We list such circumstances below.

Schools are expected to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided.

The information in Appendix A identifies the specific information the Information Commissioners Office expects schools in England to publish under each of the seven classes of information set out in the model publication scheme.

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. How to Request Information

To be valid, any requests for information must be in writing (including 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 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)  
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**).

If you cannot make your request in writing because of a disability please contact the school for further guidance.

### 4. 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.

### 5. 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, Waterlooville, 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)

## APPENDIX A

### Class 1 – Who we are and what we do

Organisational information, structures, locations and contacts. Information in this class is expected to be current information only.

- Instrument of Government / Articles of Association
- The Instrument of Government
- School prospectus and curriculum
  - The contents of the school prospectus (if any)
  - An outline of the school curriculum

- Governing Body
  - The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school.
- School session times and term dates
  - Details of school session times and dates of school terms and holidays.
- Location and contact information
  - The address, telephone number, email address and website for the school together with the names of key personnel. Also provide the names and positions of all staff, and how they may be contacted via the school.

### **Class 2 – What we spend and how we spend it**

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Make available the financial information for the current and previous two financial years.

- Annual budget plan and financial statements
  - Details of the sources of funding and income provided to the school by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.
- Expenditures
  - Details of items of expenditure over £5000, including costs, supplier and transaction information. This should be published at least annually but at a more frequent quarterly or six-monthly interval where it is practical for schools to do so.
- Capital funding
  - Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.
- Financial audit reports
- Procurement and contracts
  - Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.
- Staff allowances and expenses
  - Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation.
- Staff pay and grading structures
  - The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.
- Governors' allowances
  - Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.
- TU facility time reporting
  - This information should be published once a year.

### **Class 3 – What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews. As a minimum, information in this class to be current information only. Include details of any other reports or recorded information showing your planned or actual performance. If the information is readily and publicly available via an external website, you can provide a direct link to that.

- Performance data supplied to the government
- Latest Ofsted report
- Performance management information
  - Performance management policy and procedures adopted by your governing body.
- Future plans
  - Any major proposals on future plans involving, for example a consultation on a change in school status.
- Exams and assessment results
- Performance tables
  - Include a link to your performance tables page.

- Data protection impact assessments (in full or summary format) or any other impact assessments (e.g. health and safety impact assessments, equality impact assessments), as appropriate and relevant.

#### **Class 4 – How we make decisions**

Decision-making processes and records of decisions. Make information in this class available for at least the current and previous three years.

- Admissions policy and decisions
  - Provide details about your admission arrangements and procedures, together with information about the right of appeal. You don't have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If you are not your own admissions authority, provide an appropriate link to the local authority.
- Minutes of meetings of the governing body and its committees
  - Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.

#### **Class 5 – Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities. Information in this class to be current only.

- School policies and other documents
  - Include policies such as behaviour, anti-bullying, eSafety, special educational needs policy. As a minimum, include policies, procedures and documents that you are required to have by statute, by your funding agreement or equivalent. Include the required policies recommended by the Department of Education. Also include policies and procedures for handling requests for information and operating the publication scheme.
- Records management, personal data and access to information policies
  - Include information security policy, records retention, destruction and archive policies and data protection (including data sharing and CCTV usage) policies.
- Equality and diversity
  - Include policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of the equal opportunities, including details of your compliance with the public sector equality duty.
- Safeguarding and child protection
  - The policies and procedures you put in place to ensure that you exercise your functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State.
- Pay policy
  - The statement of the pay policy and procedures regarding teachers' pay
- Health and Safety
- Policies and procedures for human resources and the recruitment of staff
  - Make details of current vacancies readily available, if they are advertised as part of recruitment policies.
- Careers programme information
- Complaints procedures, including for dealing with parental complaints
- Charging regimes and policies
  - Provide details of any statutory charging regimes, including charging for school activities. Including charging policies about charges made for information routinely published. Clearly state what costs you are recovering, the basis on which you make them, and how they are calculated.
  - If you charge a fee for licensing the re-use of datasets, state in your guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the Open Government Licence.

#### **Class 6 – Lists and Registers**

Information to be in currently maintained lists and registers only

- Curriculum circulars and statutory instruments
  - Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the headteacher or governing body concerning the curriculum.
- CCTV
  - Details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf.
- Disclosure logs

- If you produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice.
- Asset register
  - Make available some information from capital asset registers if you hold such registers.
- Any information you are currently legally required to hold in publicly available registers

**Class 7 – The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters. 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 you could include here are:

- Extra-curricular activities
- Out of school clubs
- School publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters