



## Henleaze Junior School

### FREEDOM OF INFORMATION PUBLICATION SCHEME and POLICY

#### 1. Background

With effect from 1 January 2005 the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) came fully into force. Henleaze Junior School is committed to openness and are clear and proactive about the information they make public, but also recognise the need to protect sensitive information in certain circumstances. Even where certain exemptions apply, information will still be released if it is in the public interest to do so.

#### 2. Right to request Information

The School is duty bound to provide advice and assistance to anyone requesting information. Requests can be made under either

- (a) Data Protection Enquiry (DPE),
- (b) Environmental Information Regulations Enquiry (EIR), or
- (c) Freedom of Information Enquiry (FOI).

The scheme gives clear guidance to ensure that all employees at the school are able to comply with requests for information under FOI. 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 with 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 via the Henleaze Junior School website to download and/or print off, or available in paper form. Some information which we hold may not be made public, for example personal information.

The enquirer is entitled to be told whether the information is held (this is known as the duty to confirm or deny) and, if so, to have access to it. Access can include providing extracts of a document or a summary of the information sought, or access to the original document. However, the FOIA recognises the need to preserve confidentiality of sensitive information in some circumstances and sets out a number of exemptions.

There are only four reasons for not complying with a valid request for information under the FOIA :

- the information is not held
- the cost threshold is reached
- the request is considered vexatious or repeated
- one or more of the exemptions apply.

#### 3. Classes of Information

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'.

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

**Who we are and what we do:** general information about the school e.g. its staff, leadership and governance, information about the curriculum, school terms and events.

**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 e.g. OFSTED reports and results of SATs.

**How we make decisions:** decisions of the leadership of the school, and governing body, as well as our Admissions policies.

**Our policies and procedures:** current written policies and procedures for delivering our services and responsibilities.

**Lists and registers:** Information held in registers required by law and other lists and registers relating to the function of the school.

**Services we offer:** e.g. after school clubs, extra-curricular activities, newsletters.

School Policy documents can be viewed via the following link: [www.henleazejuniorschool.co.uk](http://www.henleazejuniorschool.co.uk)

#### **4. How to Request Information**

4.1 If you require a paper version of any of the documents within the scheme, please contact the school by letter to Freedom of Information Officer, Henleaze Junior School, Park Grove, Henleaze, Bristol BS9 4LG or by email [office@henleazejuniorschool.co.uk](mailto:office@henleazejuniorschool.co.uk) please mark the email for the attention of the Freedom of Information Officer.

To help us process your request quickly, please clearly mark any correspondence

**"PUBLICATION SCHEME REQUEST"** (in CAPITALS)

Any requests for Freedom of Information paperwork will be charged at cost for reprographics, paper and postage.

4.2 If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school. Requests should be made in writing addressed to Freedom of Information Officer, Henleaze Junior School, Park Grove, Henleaze, Bristol BS9 4LG or by email [office@henleazejuniorschool.co.uk](mailto:office@henleazejuniorschool.co.uk), please mark the email for the attention of the Freedom of Information Officer.

Please include the enquirer's name and correspondence address with a description of the information requested.

4.3 On receipt of a request the designated Freedom of Information Officer will:

- decide whether the request is a request under DPE, EIR or FOI

- decide whether the school holds the information or whether the request should be transferred to another body if the information is not held by the school
- provide the information if it has already been made public
- consider whether a third party's interests might be affected by disclosure and if so consult them
- consider whether any exemptions apply and whether they are absolute or qualified
- carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- consider whether the request is vexatious or repeated.

4.4 Requests will be responded to within twenty days excluding school holidays.

4.5 The FOIA covers all information held and is retrospective.

4.6 The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

4.7 The enquirer will be informed if the information is not held.

4.8 All information held by the school must be recorded legibly.

4.9 The school maintains well managed records and management information to aid the school to meet requests.

4.10 The Trust and its school will not wilfully conceal, damage or destroy information in order to avoid answering an enquiry.

4.11 Expressions of dissatisfaction will be handled through the school's complaints procedure.

4.12 The school will maintain records in accordance with the Records Management Society of Great Britain – Local Government Group) Retention Guidelines for Schools.

4.13 The school will charge applicants a fee in accordance with the FOI Fees Regulations and may include disbursements for photocopying, postage and packaging and costs directly incurred as a result of viewing information. Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not have internet access, you can access our website using a local library or an Internet café.

4.14 Straightforward enquiries and single copies of information covered by this publication are provided free unless stated otherwise in section 4.13. 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. Where enquiries require further consideration or a written response, a charge will be made, the school will send the enquirer a fees notice, the school will not comply with the request until the fee has been paid.

4.15 The school will maintain a record of requests received, responded to and denied. The Board of Governors will review the register annually.

4.16 If the request is made for a document that contains exempt personal information, the school will ensure that the personal information is removed by applying the redaction procedure.

## **5. Subject access request**

Details relating to an information subject access request (SAR) made under Section 7 of the Data Protection Act 1998 (DPA) are available in the school's Data Protection Policy.

## **6. Record Retention**

The school has a School Record Retention Document based on the guidelines issued by the Records Society of Great Britain.

## **7. Feedback and Complaints**

If you would like to make a comment about this publication scheme, if you require further assistance, or if you wish to make a complaint, then initially this should be addressed to the Business Manager, Henleaze Junior School, Park Grove, Bristol BS9 4LG.

If you are not satisfied with the assistance that you receive, 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.

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

Enquiry/Information Line: 0303 123 1113

E Mail: <https://ico.org.uk/global/contact-us>

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

This is the organisation that ensures compliance with the Freedom of Information Act 2000 and deals with formal complaints. They can be contacted at

## **8. Conclusion**

This Policy should be read in conjunction with the Freedom of Information Act 2000. Adherence to these guidelines will ensure that the Trust complies with the Freedom of Information Act 2000.

<http://www.legislation.gov.uk/ukpga/2000/36/part/1>

## FREEDOM OF INFORMATION POLICY

Guide to information available from Henleaze Junior School, under the publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p>Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard copy and school website
Academy Funding Agreement – a link to the document on the Department for Education’s website	School website
Academy Order	School website
School staff and structure – names of key personnel	School website
Board of Trustees/Governors – names of trustees/governors	School website
School session times, term dates and holidays	School Website
Location and contact information – address, telephone number and website	School Website
Contact details for the Headteacher	School Website
<b>What we spend and how we spend it</b>	
Company accounts that have been filed with the Charity Commission and Companies House	The past three years information are published on the school website
Annual budget plan and financial statements	Available on request from the Business Manager
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Available on request from the Business Manager
Additional funding – Income generation schemes and other sources of funding.	Available on request from the Business Manager
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.	Available on request from the Business Manager

Information to be published	How the information can be obtained
<p><b>What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published</p>	<p>School website</p>
<p>School profile</p> <p>Government supplied performance data</p> <p>OFSTED report – summary and full report</p>	<p>Government website school performance tables (<a href="http://www.education.gov.uk/schools/performance/">www.education.gov.uk/schools/performance/</a>)</p> <p>Ofsted website</p>
<p>Appraisal Policy</p>	<p>Available on request from the Business Manager</p>
<p>Safeguarding / Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>School website</p>
<p><b>How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>Available on request from the Company Secretary (access to this information may be restricted if classified as confidential)</p>
<p><b>Admissions policy</b></p> <p>Arrangements, procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>School website</p>
<p>Board of Trustees/Governors meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>	<p>Available on request from the Company Secretary</p>

Information to be published	How the information can be obtained
<p><b>Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>School website</p>
<p><b>Pupil and curriculum policies</b>, including:</p> <p>Curriculum</p> <p>Sex education</p> <p>Special education needs</p> <p>Accessibility</p> <p>Race Equality</p> <p>Collective worship</p> <p>Behaviour</p>	<p>School website or on request</p>
<p>Records management: Records retention</p>	<p>Available on request from the Business Manager</p>
<p>Data Protection Policy</p>	<p>School website</p>
<p><b>Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Hard copy - some information may only be available for inspection)</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Available on request</p>
<p>Disclosure logs</p>	<p>Available on request</p>
<p>Asset register</p>	<p>Available on request</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Available on request</p>
<p><b>The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p> <p>Current information only</p>	<p>School website and on request</p> <p>(some information may only be available for inspection)</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
Out of school clubs	School website
School publications	School website
Services for which the school is entitled to recover a fee, together with those fees	School website
Leaflets, booklets and newsletters	School website