

# Freedom of Information Policy & Publication Scheme

(Adopted from Portsmouth City Council Policy)

Meon Junior School wants to be open with everyone so that they can see what we do and how we serve the community. We want to show that we are an open organisation committed to delivering the best possible public services. Openness helps the public to trust us and to have confidence in our ability to deliver services to them.

This policy ensures that we will:

- comply with the FoI Act and see it as an opportunity to enhance public trust and confidence in the school
- maintain a comprehensive 'Publication Scheme' that provides information which is readily accessible without the need for a formal FoI request (see Appendix 1)
- seek to satisfy all FoI requests promptly and within 20 working days. However, if necessary we will extend this timescale to give full consideration to a Public Interest test. If we do not expect to meet the deadline, we will inform the requester as soon as possible of the reasons for the delay and when we expect to have made a decision
- continue to protect the personal data entrusted to us, by disclosing it only in accordance with the Data Protection Act 1998
- provide advice and assistance to requesters to facilitate their use of FoI. We will publish our procedures and assist requesters to clarify their requests so that they can obtain the information that they require
- work with our partners and contractors to ensure that we can meet our FoI obligations, including the disclosure of any information that they hold on our behalf
- apply the exemptions provided in the FoI Act and, where qualified exemptions exist, disclose the information unless the balance of public interest lies in withholding it
- consult with third parties before disclosing information that could affect their rights and interests. However, according to the FoI Act, we must take the final decision on disclosure
- charge for information requests in line with the FoI Fees Regulations or other applicable regulations, including the Data Protection Act 1998
- record all FoI requests and our responses and monitor our performance in handling requests and complaints.
- adopt good information and record management practices in line with the Lord Chancellor's "Code of Practice on The Management of Records under section 46 of the FoI Act" (see separate PCC Information Management Policy & Code of Practice documents)
- ensure that all permanent and contract staff are aware of their obligations under FoI and will include FoI education in the induction of all new staff

**Appendix 1: Guide to information available from Meon Junior School under the model publication scheme of the Freedom of Information Act**

Class 1 - Organisational Information

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Format</b>	<b>Cost</b>
Contact information for the school	Website/ Contact Us	Web	
Times of the school day	Website / About Us	Web	
Term dates and INSET closures	Website/ About Us	Web	
School prospectus	Website /About Us	Web	
Overview of the curriculum	Website / Curriculum	Web	
Names and appointment details of governors	Website / Community	Web	
Instrument of Government / Articles of Association	Contact the Clerk to the Governors	Hard copy	✓
Staffing structure	Website / About Us	Web	

Class 2 - Financial Information

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Format</b>	<b>Cost</b>
Income, budget and expenditure overview	Contact the Bursar	Hard copy	✓
Capital funding and associated projects	Contact the Bursar	Hard copy	✓
Procurement and formal tendering processes undertaken by the school	Contact the Bursar	Hard copy	✓
Teachers' Pay Policy	Contact the Headteacher	Hard copy	✓
Staff expenses that can be claimed - travel, subsistence, accommodation	Contact the Bursar	Hard copy	✓
Governors' allowances	Contact the Clerk to the Governors	Hard copy	✓

Class 3 - School Priorities and Review

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Format</b>	<b>Cost</b>
Overview of the school improvement plan	Contact the Headteacher	Hard copy	✓
Ofsted reports	Website / About Us	Web	
Performance Data	Website / About Us	Web	
Appraisal Policy	Contact the Headteacher	Hard copy	✓
Child Protection and Safeguarding Policy	Website / Key Policies	Web	
Admissions Policy	Website / Key Policies	Web	
Minutes / Decisions of the Governing Body	Contact the Clerk to the Governors	Hard copy	✓

Class 4 - Decisions

Information to be published	How the information can be obtained	Format	Cost
Admissions procedures	Website / Admissions	Web	
Minutes / Decisions of the Governing Body	Contact the Clerk to the Governors	Hard copy	✓

Class 5 - Policies & Documents

Information to be published	How the information can be obtained	Format	Cost
Capability of staff	Contact the Headteacher	Hard copy	✓
Charging & Remissions Policy	Website / Key Policies	Web	
Child Protection and Safeguarding Policy	Website / Key Policies	Web	
Behaviour Management	Website / Key Policies	Web	
Sex Education Policy	Website/ Key Policies	Web	
Special Educational Needs (SEND) Policy	Website / Key Policies	Web	
Data Protection and FOI sharing	Website/ Key Policies	Web	
Health and Safety	Website/ Key Policies	Web	
Accessibility	Contact the Bursar	Hard copy	✓
Complaints Procedure	Website / Key Policies	Web	
Equality information and objectives	Website / Key Policies	Web	
Staff discipline and grievance procedures	Contact the Headteacher	Hard copy	✓

Class 6 - Lists and Registers

Information to be published	How the information can be obtained	Format	Cost
Statutory Instruments	Contact the Clerk to the Governors	Hard copy	✓
Disclosure log for FOI requests	Contact the Headteacher	Hard copy	✓
Asset Register	Contact the Bursar	Hard copy	✓

Class 7 - Services we offer

Information to be published	How the information can be obtained	Format	Cost
Extra-curricular activities e.g. clubs	Website / Parents/ Clubs	Web	
School Newsletter'	Website / News + Events + Letters	Web	

✓ Schedule of Charges - Disbursements

Black and white photocopying will be charged at 10p per copy.

Colour photocopying will be charged at 15p per copy.

Postage will be charged at the actual cost of Royal Mail Standard.

A charge may be levied for the administration (staff time) of complex and/or time-consuming requests which exceed the cost limit referred to in legislation.

### **Requesting Information**

FOI requests can be made in writing (as above) where information is not available on the school's website.

Please enclose your name and address for correspondence and be specific about the information that you require; a telephone contact number is also useful.

You will be advised of any potential charge; information will not be released until the charge has been received.

The school will endeavour to respond within 20 (school) working days.

The school reserves the right to refuse a request in accordance with ICO guidance:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

This includes circumstances in which: it would cost too much or take too much staff time to deal with the request; the request is vexatious; the request repeats a previous request from the same person; releasing information would be contrary to the Data Protection Act.

Concerns or complaints should be dealt with in line with the school's Complaints Procedure.

Last Review: June 2016