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Ranvilles Junior School  
Freedom of Information Policy and Publication  
Scheme

**ACCESSIBILITY**

This policy is available in large print or Braille.  
Please contact the school office who will be happy  
to arrange this for you.

**PURPOSE OF POLICY**

The purpose of this policy is to provide a publication scheme that meets the requirements of the Freedom of Information Act 2000.

It defines the information to be made available and provides a process through which information can be requested.

**APPROVAL**

Approval date: 16 June 2015

Approver  
signature:.....

Approver position: Amanda Stevens, Chair of Resources Committee

Date for next review: July 2018



## **INTRODUCTION**

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 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.

## **REFERENCES**

- Freedom of Information Act 2000
- Freedom of Information Act 2000 – Definition document for the governing bodies of maintained and other state-funded schools in England

## **AIMS AND OBJECTIVES**

**Working in partnership with parents, the wider community and each other, raising our expectation and striving for excellence.**

The school aims to:

- offer an enriched and challenging curriculum with an emphasis on **secure basic skills**,
- continually strive to improve the quality of teaching, aiming to ignite a **passion for learning** in everyone,
- **target potential** by challenging expectations of achievement and aiming for success and excellence,
- be **committed to raising standards** by involving the whole school community in regular assessment and reporting of school and pupil progress,



- create a stimulating and **vibrant ethos** which is tangible to all those who enter the school,
- reflect our high expectations through an **exciting, learning environment**,

**Together, we celebrate and take pride in our success.**

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

### **SCOPE**

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the Data Protection Act 1998. Requests for access to such information will be governed in line with the requirements of this legislation. Ranvilles Junior School is under a legal duty to protect personal data under the Data Protection Act 1998. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils

### **DEALING WITH REQUESTS**

Ranvilles Junior School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, Ranvilles Junior school is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 working day period. Repeated or vexatious requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Ranvilles Junior School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "nonabsolute") exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450).



### **PAYING FOR INFORMATION**

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.

Single copies of information covered by this publication are provided free unless stated otherwise in the Publication Scheme below. Where there is a charge this will be indicated by a £ sign.

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.

### **ADOPTING AND MAINTAINING PUBLICATION SCHEMES**

Ranvilles Junior School has adopted a Publication Scheme (see below) in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for.

Material contained within the publication scheme, and a copy of the scheme itself, will be readily available. Where charges are applied these will be stated in the Scheme. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

### **RESPONSIBILITIES**

Ranvilles Junior School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.



## **PUBLICATION SCHEME**

### **Introduction**

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To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
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All information in our publication scheme is on our website to download and print off or is 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 scheme commits Ranvilles Junior School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Ranvilles Junior School and falls within the classifications below
- To specify the information which is held by Ranvilles Junior School and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information Ranvilles Junior School makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **Classes 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 contained in section 10 of this scheme.

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

- **Who we are and what we do** – organisational information, structures, location and contacts



- **What we spend and how we spend it** – financial information about projected and actual income and expenditure, procurement, contracts and financial audit
- **What our priorities are and how we are doing** – strategies and plans, performance indicators, audits, inspections and reviews
- **How we make decisions** – decision-making processes and records of decisions
- **Our policies and procedures** – current written protocols, policies and procedures for delivering our services and responsibilities
- **Lists and registers**
- **The services we offer** – information about the services the school provides including leaflets, guidance and newsletters

#### **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 or you can visit our website at

**[www.ranvillesjunior.co.uk](http://www.ranvillesjunior.co.uk)**

Email: **[headteacher@ranvilles-jun.sch.hants.uk](mailto:headteacher@ranvilles-jun.sch.hants.uk)**

Tel: **01329 841679**

Textphone: not currently available

Fax: **01329 843877**

Contact Address: **Ranvilles Junior School, Oldbury Way, Fareham, PO14 3BN**

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

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)



### Publication scheme

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b>  <i>Current information only</i>	
Instrument of government	School website
Curriculum	School website
Governing Body information	School website
School session and term dates  Details of school session and dates of school terms and holidays	School website
Location and contact information	School website
Key personnel information	School website
<b>Class 2 – What we spend and how we spend it</b>  <i>Current and 2 previous financial years</i>	
Annual budget plan and financial statements	Hard copy in school  <a href="http://www3.hants.gov.uk/education/schools/budgetshares.htm?DFESNO=2289">http://www3.hants.gov.uk/education/schools/budgetshares.htm?DFESNO=2289</a>
Capital funding	Hard copy in school  <a href="http://www3.hants.gov.uk/education/schools/budgetshares.htm">http://www3.hants.gov.uk/education/schools/budgetshares.htm</a>



	<a href="#">?DFESNO=2289</a>
Financial audit reports	Hard copy in school
Procurement and contracts	Hard copy in school
Pay policy	Policy on school website
Staff allowances and expenses	Policy on school website
Staff pay and grading structures	Policy on school website
Governors' allowances	Policy on school website
<b>Class 3 – What our priorities are and how we're doing</b>  <i>Current information only</i>	
Performance data supplied to the government  This includes: <ul style="list-style-type: none"> <li>• Last 3 years of attainment – disclosed voluntarily</li> <li>• Pupil premium and impact</li> <li>• Equalities data</li> </ul>	School Website
Latest Ofsted report  Published report of the last inspection of the school and the summary of the	School website



report.	
Performance management information	Policy on school website
Strategic plan  The School's plan towards long term strategic aims consisting of: a. School Improvement Plan and b. Maintenance and Development Plan.	School website
Safeguarding and child protection	Policy on school website
<b>Class 4 – How we make decisions</b>  <i>Current and previous 3 years</i>	
Admissions policy / decisions	Policy on school website
Minutes of meetings of the governing body and its committees  Note: some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this	Hard copy in school
<b>Class 5 – Our policies and</b>	



<p><b>procedures</b></p> <p><i>Current information only</i></p>	
<p>School policies and other documents</p>	<p>Policies on school website</p>
<p>Records management and personal data policies</p>	<p>Policy on school website</p>
<p>Equality and diversity</p>	<p>Policy on school website</p>
<p>Policies and procedures for the recruitment of staff</p>	<p>Policy on school website</p>
<p>Charging regimes and policies</p> <p>A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips</p>	<p>Policy on school website</p>
<p><b>Class 6 – Lists and registers</b></p> <p><i>Current information only</i></p>	
<p>Curriculum circulars and statutory instruments</p> <p>Curriculum letter – a description of the curriculum that will</p>	<p>School website</p>



<p>be taught over the half term</p> <p>Highlights letter – a review of the taught curriculum</p> <p>Both documents listed by year groups published every half term.</p> <p>Any statutory instruments, departmental circulars and administrative memoranda sent by the DCSF to the head teacher or governing body relating to the curriculum</p>	
Disclosure logs	Hard copy in school
Asset register	Hard copy in school
<p><b>Class 7 – The services we offer</b></p> <p><i>Current information only</i></p>	
Extra-curricular activities list / out of school clubs	School website
<p>The Buzz</p> <p>School information update sheet, published fortnightly.</p>	School website
Services for which the school is entitled to recover a fee	Charging policy on school website



Leaflets, booklets and newsletters	Hard copy in school
Parents Forum minutes	School website

### **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 then initially this should be addressed to:

**The Chair of Governors, Ranvilles Junior School, Oldbury Way, Fareham, PO14 3BN.**



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 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***

*or*

**Enquiry/Information Line: 01625 545 745**  
**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**