



Freedom of Information Policy (statutory)

Introduction: what a publication scheme is and why it has been developed

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.

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 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.

Aims

The aim of this publication is to set 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.*

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

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer
8. Other Information

The classes will not generally include

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or other Acts of Parliament or Regulations, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information the school does not hold
- Information that it would be impractical or resource-intensive to prepare for routine release
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

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:

office@stpauls.wokingham.sch.uk

St Paul's CE Junior School, Oxford Road, Wokingham, RG41 2YJ, 0118 978 5219

Website: www.stpauls.wokingham.sch.uk

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"**.

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 it is available.

Paying for information

Information published on our website is free. If you do not have internet services, you can access our website using a local library or an internet café. Single copies of information covered by this publication are usually provided free. If your request involves a lot of photocopying or printing, or a large postage charge, we will advise of the cost before fulfilling your request.

Information to be published

Class 1 - Who we are and what we do (<i>Current organisational information, structures, locations and contacts. This will be current information only</i>)	
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Website
Contact details for the Headteacher and for the governing body, via the school	Website
Curriculum taught and curriculum plans for year	Website
School information, description of our ethos, calendar etc.	Website
Staffing structure	Hard copy
School session times and term dates	Website
Address of school and contact details, including email address.	Website
Class 2 – What we spend and how we spend it (<i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit – current and previous year</i>)	
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Procurement and contracts the school has entered into	Hardcopy
Pay policy	Hard copy
Staffing, pay and grading structure by salary range.	Hard copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website
Class 3 – What our priorities are and how we are doing (<i>Strategies and plans, performance indicators, audits, inspections and reviews</i>)	
Performance data supplied to the English Government - a direct link to the data	Website+ link
The latest Ofsted and SIAMS Inspectorate reports - Full report	Website
Appraisal policy and procedures adopted by the governing body.	Hard copy
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status- Summary	Website Hard copy of detail
Strategy for the use of the Pupil Premium and Sports Premium Grants	Website
Safeguarding policies	Website
Class 4 – How we make decisions (<i>Decision making processes and records of decisions</i>)	
Admissions policy/decisions (not individual admission decisions) – where applicable	NA
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy
Class 5 – Our policies and procedures (<i>Current policies, procedures and documents that the school is required to have by statute or by the English government</i>)	
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) 	Hard copy

Statutory policies and documents for maintained schools as per DfE guidance.	Hard copy Website
Charging regimes and policies.	Website
Class 6 – Lists and Registers <i>Currently maintained lists and registers only (this does not include the attendance register). Some information may only be available to inspectors.</i>	
Asset register	Hard copy
Any information the school is currently legally required to hold in publicly available registers	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses - current information only)	
Extra-curricular activities	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Website
School publications, leaflets, books and Newsletters	Hard copy Website
8. Additional Information	
<ul style="list-style-type: none"> • Report on Pupil Premium Grant has been used in the previous year and its impact • Report on Pupil Sports Premium Grant has been used in the previous year and its impact • Access Plan and progress towards the school's equality objectives • Annual report on the operation of the SEND policy 	Website

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments or if you require further assistance or wish to make a complaint, initially this should be addressed to the Headteacher, St Paul's CE Junior School.

Any complaints about Freedom of Information requests or requests for internal reviews will be dealt with by the Headteacher. We will aim to respond to all complaints within twenty working days as recommended by the Information Commissioner.

If the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's Office.

Appeals should be made in writing to the Information Commissioner and addressed to:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Advice can be obtained from the Information Commissioner's Office on Tel: 0303 123 1113 (local rate) or via the Information Commissioner's Office website <https://ico.org.uk/global/contact-us/>

History	
December 2018	Policy rewritten