

# Chesswood Junior School

## Freedom of Information



<b>It was developed by</b>	<b>Data Protection Officer</b>
<b>Consultation</b>	<b>Governors</b>
<b>Governing Committee</b> <b>Sub</b>	<b>Leadership</b>
<b>It has been presented to the governors.</b>	<b>March 2020</b>
<b>It will be reviewed:</b>	<b>Annually</b>
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<b>Next Planned Review</b>	<b>March 2021</b>
<b>Hard Copy</b>	<b>Staff Room</b>
<b>Web Link</b>	<a href="https://www.chesswood.w-sussex.sch.uk/page/?title=FOI+%26amp%3B+Data+Protection&amp;pid=47&amp;action=saved">https://www.chesswood.w-sussex.sch.uk/page/?title=FOI+%26amp%3B+Data+Protection&amp;pid=47&amp;action=saved</a>
<b>System Link</b>	<b>Y:\School Level\Policies\Freedom of Information - Statutory</b>



# Chesswood Junior School Freedom of Information Policy



## **School Vision**

At Chesswood Junior School we inspire our whole school community to enjoy their learning adventure and have fun along the way. We ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

## **School Mission**

We will strive to achieve the highest standards of academic achievement and behaviour within a vibrant, exciting learning environment so that all children leave this school with confidence and the ability to take advantage of future opportunities.

## **Agreement Links**

This policy should be read in conjunction with the school data protection policy.



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# Chesswood Junior School Freedom of Information Policy



## 1. Introduction

The School is a “public authority”.

The Freedom of Information Act 2000 (FOIA) provides public access to information held by public authorities.

The Environmental Information Regulations 2004 (EIR) provides public access to environmental information as defined in the Regulations.

FOIA and EIR promote openness and transparency.

Information is provided in two ways:

1. It is mandatory to publish certain information (publication scheme); and
2. Any person is entitled to request information which subject to the application of any exemptions must be provided free of charge.

The Act does not give people access to their own personal data. Subject Access Requests are dealt with in accordance with the Data Protection Policy.

Aim

This Policy will ensure:

- The School complies with its duties under the FOIA and EIR and handles requests under the correct regime.
- The School has a system in place which will result in proactive publication of what information is available.
- Any person knows they can make a request and who to contact.
- All appropriate staff will be able to recognise and respond appropriately to a valid request for information.
- That there is awareness amongst staff, contractors or others having contact with the School that the duties under FOIA and EIR may impact on the ability to guarantee confidentiality of information
- Scope

This Policy applies to:

All recorded information held by the School or by a third party on the Schools behalf.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

## 2. Roles and Responsibilities



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The Governing Body of the School has overall responsibility for ensuring compliance with the Freedom of Information Act. The Headteacher has day to day responsibility for FOI /EIR compliance and the Bursar is the point of contact for enquiries.

All staff will be trained on recognising a request for information

A designated member of staff is responsible for handling request for information. Requests should be made to the Data Protection Officer Benjamin Miller

### 3. Categories of Information Published

The publication scheme guides you to information which we currently publish or which we will publish in the future. This is split into categories of information known as 'classes' referred to later in this document.

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

- School Brochure – information published in the school brochure.
- Governors' Documents – governor minutes available on request.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

### 4. Requesting Information

If you require a paper version of any of the documents within the scheme, please contact the school using any of the details below.

Email: [office@chesswood.w-sussex.sch.uk](mailto:office@chesswood.w-sussex.sch.uk)

Tel: 01903 204141

Contact Address: Chesswood Junior School  
Chesswood Road  
Worthing  
West Sussex  
BN11 2AA



## 5. Paying for Information

Information published on our website is free. If you do not have Internet access, you can access our website using a computer in school or other community location.

If you require a hard copy that requires photocopying or printing, 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.

## 6. Classes of Information Currently Published

The following information can be found on the website to view and download.

### 6.1. ***Instrument of Government***

This information includes:

- The name of the school.
- The category of the school.
- The name of the governing body.
- The manner in which the governing body is constituted.
- The term of office of each category of governor if less than 4 years.
- The name of any body entitled to appoint any category of governor.
- Details of any trust.
- If the school has a religious character, a description of the ethos.
- The date the instrument takes effect.

### 6.2. ***School Brochure***

The school publishes a school brochure, this contains but is not limited to current information including:

- Schools current curriculum
- Governing Body
- School session and term dates
- Location and contact information
- Safeguarding and child protection

### 6.3. ***Performance Data***

The school publishes its current performance data, which can be found on



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the school website or the gov.uk website. This data includes:

- Performance data supplied to the government
- Latest Ofsted Report

### 6.4. ***School Policy's and other information***

The school publishes a number of policies and information that it is required to have by statute on the website. This includes but not limited to:

- School Admission Policy
- Behaviour Policy
- School Complaints procedure
- Pupil premium information
- PE and Sports grant information
- SEN & Disability information
- Charging & remissions polices

## 7. Published Information

Information to be published	Details
All enquiries via: School Office, Chesswood Junior School, Chesswood Road, Worthing, West Sussex, BN11 2AA Email to: office@chesswood.w-sussex.sch.uk Website: www.chesswood.w-sussex.sch.uk	
<b>Class 1 - Who we are and what we do</b>	
Who's who in the school	Name and main school role of all employees
Who's who on the governing body and the basis of their appointment	Name, membership category and committee membership of individuals
Instrument of Government	-
Contact details for the Head teacher and for the governing body	Professional Contact details for head teacher and chair of governors
School Brochure	-
Staffing structure	Diagram of staffing structure
School session times and term dates	-
<b>Class 2 – What we spend and how we spend it</b>	(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)
Current and previous financial year	Annual budget plan and financial statements
Pay policy	Policy illustrating decision making processes for pay
Staffing and grading structure	Pay grades associated with specific roles
Governors' allowances policy	-
<b>Class 3 – What our priorities are and how we are doing</b>	
Performance management policy and procedures adopted by the governing body.	-
Priorities and milestones	Strategic overview of key priorities and expectation for development each term





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Improvement Plan – Whole or specific areas	Specific actions, success criteria and timescales for completion
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Safeguarding and Child Protection	
<b>Class 4 – How we make decisions</b>	
Admissions policy	Not individual admission decisions
Agendas of meetings of the governing body	-
Minutes of meetings (as above) –this will exclude information that is properly regarded as private to the meetings.	-
<b>Class 5 – Our policies and procedures</b> All school policy and guidance is available on request	Current information only. Current written protocols, policies and procedures for delivering our services and responsibilities.
Policy Development Report	Detail of all policies managed by the school including current status and leadership
<b>Core Policies – This does not include all policies</b>	
Home – school agreement	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving



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	delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour and Discipline Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
<b>Policies relating to the school in general</b>	
Charging and Remissions Policies	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
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
<b>Class 6 – Lists and Registers</b>	Currently maintained lists and registers only
Curriculum circulars and statutory instruments	
Disclosure logs	
Asset register	
Any information the school is currently legally required to hold in publicly available registers (Not attendance register)	



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<b>Class 7 – The services we offer</b>	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only
Extra-curricular activities	List by year group
Out of school clubs	List of activities available & membership patterns (not individual names)
School publications	
Services for which the school is entitled to recover a fee, together with those fees	
Leaflets books and newsletters	

**7.1. *Requests handling***

The School will ensure that:

Advice and assistance are provided to the requestor if required.

Responses will be provided promptly and within the statutory time limit of 20 School days. A ‘School’ day will be any day on which there is a session and the pupils are in attendance. In the alternative the School will respond within 60 working days if that is shorter.

Information will only be withheld in accordance with the exemptions specified by legislation. The reasons for applying the exemption will be provided to the requester.

Care will be taken to ensure that personal data is not unlawfully disclosed in response to a request for information made under FOIA or EIR.

Information provided to the School from third parties may be the subject of a request for information. In considering whether exemptions apply, the School will seek to consult with the third party but the legal responsibility for deciding whether or not the information should be released rests with the School.



## Chesswood Junior School Freedom of Information Policy



Any requests for internal reviews will be dealt with in accordance with the Schools Complaint Policy and will be responded to within twenty School 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