

Jack Tizard School

Freedom of Information Publication Scheme



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Publication Scheme on information available under the Freedom of Information Act 2000
The maintenance of this scheme is the responsibility of the school's Governing Body

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.

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 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. It is a means of showing how we are pursuing our school aims

Aims and Objectives

All pupils are entitled to a safe, supportive and stimulating environment in which they are happy, healthy and enabled and encouraged to achieve as individuals.

Jack Tizard School offers a positive, enjoyable, life-enhancing education and provides a range of opportunities for the development of each pupil.

We will:

- Establish rapport and respectful, trusting relationships with pupils, their families and their carers
- Encourage the development of self-confidence, sensitivity and respect for others through and understanding of individual rights and responsibilities.
- Ensure positive inclusion of all pupils by fostering community links and developing the role of the school as part of the total educational provision
- Provide a curriculum that is accessible and relevant to the needs of each individual pupil through a range of activities and opportunities which ensure that learning is fun
- Encourage self-advocacy and independence
- Generate attitudes of respect and understanding towards all individuals irrespective of background
- Give emphasis to the quality of relationships between all people in the school.

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'. These are contained in section 6 of this scheme.

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

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in the Governors Annual Report and in other governing body documents.

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.

How to request information

Some documents are available on our school website at www.jacktizard.lbhf.sch.uk 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.

Email: jt@jacktizard.lbhf.sch.uk

Tel: 0208 7353590

Fax: 0208 735 3591

Contact Address: The Headteacher, Jack Tizard School, South Africa Road, London W12 7PA

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 is not on our website], you can still contact the school to ask if we have it.

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 Internet café. Single copies of information covered by this publication are provided free unless stated otherwise in section

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.

Classes of information currently published

- Who we are and what we do

Organisational information, structures, locations and contacts

Instrument of Government

The Instrument of Government is the document that records the name and category of the school and the name and constitution of its Governing Body.

School prospectus

The school prospectus contains information about:

- The provision for pupils with special educational needs and disabilities (SEND).
- Teaching and Learning
- Admissions
- The school's ethos and values
- The Curriculum
- Religious Education

Governing Body

- The names, and contact details of the governors should be available and the basis on which they have been appointed.
- Terms of Reference and Schemes of Delegation
- Minutes of meetings of the Governing Body and its sub-committees
- Register of Pecuniary Interests

School session times and term dates

Details of school session times and dates of school terms and holidays.

Location and contact information

The address, telephone number and website for the school, and the names of key personnel.

What we spend and how we spend it

- Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

Pay Policy

- The statement of the school's policy and procedures regarding teachers' pay.
- Staffing and grading structure

Pupil Premium and Sports Premium

- Information regarding how the pupil premium is used in our school is published on the school's website.

School Development and Performance

Strategies and plans, performance indicators, audits, inspections and reviews.

School Profile

- Government supplied performance data
- Summary of latest Ofsted report*
- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community.

(*the full Ofsted report should also be available)

Performance management information

Performance management policy and procedures adopted by the governing body

School's future plans

Any major proposals for the future of the school involved, for example consultation or a change in school status

Child protection/safeguarding

The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

How we make decisions

Decision making processes and records of decisions, available for the current and previous three years.

Admissions policy/decisions

The school's admission arrangements and procedures together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

School policies

This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.

Pupil and curriculum policies

This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil discipline.

Records management and personal data policies

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

Equality and diversity

This will include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

Policies and procedures for the recruitment of staff

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

Charging regimes and policies

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

Lists and registers

Curriculum circulars and statutory instruments

Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum

Disclosure logs

If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

Asset register

We would expect some information from capital asset registers to be available, if such registers are held.

Any information the school is currently legally required to hold in publicly available registers

The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

- Extra-curricular activities
- Out of school clubs
- School publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters

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 Headteacher.

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 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website :www.informationcommissioner.gov.uk

Annex A

FREEDOM OF INFORMATION - CHECKLIST FOR ACTION ON RECEIPT OF A REQUEST FOR INFORMATION

- Decide whether the request is a request under DPA, EIR or FOI
- Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- 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
- Decide whether the estimated cost of complying with the request will exceed the appropriate limit (still to be agreed but expected to be around £500)
- If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- Consider whether the request is vexatious or repeated

Remember

Schools are under a duty to provide advice and assistance to anyone requesting information.

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

A well managed records and management information system is essential to help schools to meet requests.

Requests should be dealt with within 40 calendar days

Wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence. A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested.