

**Freedom of Information (Publication Scheme)  
on information available under the Freedom of Information Act 2000**



**Crawley Ridge Junior School**

Scheme reviewed by: Sue Knight

Date of review: August 2017

Date of next review: July 2021

*The governing body is responsible for maintenance of this scheme.*

## **1. 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 on our website to download and print off. 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.

## **2. Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

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

## **3. 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 seven broad topic areas:

- Who we are and what we do.

- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions
- Policies and procedures
- Lists and registers.
- Services we offer

The classes of information **will not** generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form
- 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.

#### 4. How to request information

All requests for information must be received in writing to ensure that we have a clear statement of what is required. Requests should state the enquirers name and correspondence address. Once a request has been received in writing, you will have the statutory right to receive the information within twenty working days. Working days refers to term time only as contained in Statutory Instrument 3364.

Email: [admin@crawleyridge-jun.surrey.sch.uk](mailto:admin@crawleyridge-jun.surrey.sch.uk)

Tel: 01276 61144

Contact Address: School Office, Crawley Ridge Junior School, Graitney, Crawley Ridge, Camberley GU15 2AJ

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. If the information requested is already held by another body, we are within our rights to reuse the request, but will direct the enquirer to the appropriate source.

#### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. 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, we will let you know the cost before fulfilling your request. If we intend to charge we will let you know in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information does not include the period between issuing the fees notice and the receipt of the payment.

6. **Guide to information available from Crawley Ridge Junior School under the ICO model publication scheme.**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who are we and what do we do</b> This will be current information only		
Who's who in the school	Website	Free
Who's who on the governing board	Website	Free
Instrument of Government	Website	Free
Contact details for the school	Website	Free
School prospectus	Website Hard Copy – contact the school	Free 10p per sheet
School session times and term dates	Website	Free
<b>Class 2 – What we spend and how we spend it</b> Current financial year as a minimum		
Financial Statements	Hard Copy – contact the school	10p per sheet
Capital Funding	Hard Copy – contact the school	10p per sheet
Pay Policy	Hard Copy – contact the school	10p per sheet
Governors' allowances	Hard Copy – contact the school	10p per sheet
Pupil Premium Funding	Website	Free
Sports Funding	Website	Free
<b>Class 3 – What our priorities are and how we are doing</b> Current information as a minimum		
School profile <ul style="list-style-type: none"> <li>• Performance data as supplied to the DfE</li> <li>• Latest Ofsted report</li> </ul>	Website	Free
School Development Plan	Website	Free
<b>Class 4 – How we make decisions</b>		
Agendas and minutes of the governing body and its committess (NB This will	Available for inspection in the school	Free

exclude information that is properly considered as private to the meetings)	office	
<b>Class 5 – Our policies and procedures</b> Current information only		
School policies including: <ul style="list-style-type: none"> <li>• Charging &amp; Remissions</li> <li>• Health &amp; Safety</li> <li>• Complaints Procedure</li> <li>• Equality policy</li> <li>• eSafety policy</li> <li>• Staff Code of Conduct</li> </ul>	Many policies are on the website. If they are not there, please contact the school office who will arrange a hard copy.	Free/10p a sheet
Pupil and curriculum policies including: <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Special Educational Needs</li> <li>• Behaviour</li> <li>• Attendance</li> <li>• Sex Education</li> </ul>	Many policies are on the website. If they are not there, please contact the school office who will arrange a hard copy.	Free/10p a sheet
Data protection policy	Website	Free
<b>Class 6 – Lists and Registers</b> Currently maintained registers only and not including the attendance register		
Asset Register	Inspection only	Free
<b>Class 7 – The services we offer</b> Current information only		
Extra-curricular activities	Website	Free
Services for which the school is entitled to recover a fee, together with those fees: <ul style="list-style-type: none"> <li>• Graitney Club</li> <li>• Music lessons</li> <li>• School hall lettings</li> </ul>	Inspection only	Free
School publications, leaflets, books and newsletters	Website	Free

## 7. Key Personnel

Any member of the Crawley Ridge Junior School team can accept a request for information as long as it fulfils the criteria set out in Section 4. The request for information must be forwarded to the Headteacher as soon as possible.

The Governing Board is responsible for ensuring a policy is in place and its effectiveness is monitored.

The School Business Manager is responsible for recording the requests for information, the action taken and the responses made.

The Headteacher has day to day responsibility for deciding whether a request is in line with the Freedom of Information Act and will delegate the collation of information appropriately.

## 8. 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 as part of the school's complaints procedure (see website).

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](mailto:publications@ic-foi.demon.co.uk).**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**