



Freedom of Information Act

Revised: January 2018
Review date: January 2019

Signed: _____

Chair of Governors

Signed: _____

Headteacher

This is Joydens Wood Junior School's Publication Scheme on information available under the Freedom of Information Act 2000

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 in paper form from the school office.

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,

and 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

4. How to request information

All requests for information must be received in writing (by letter or email) 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. Contact details are set out below.

Email: **office@joydens-wood-junior.kent.sch.uk**

Tel: **01322 522151/01322 556116**

Fax: **01322 556116**

Contact Address: **Joydens Wood Junior School**

Birchwood Drive

Wilmington

Dartford DA2 7NE

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 write to the school to ask if we have it.
- If the information requested is already held by another body, we are within our rights to refuse the request, but will direct the enquirer to the appropriate source.

In some instances we may withhold the information you have requested under one of the exemptions applicable under the legislation.

5. Paying for information

Most of information covered by this publication is provided free of charge via our website unless stated otherwise in section 6. If you don’t have Internet access, you can access our website using a local library or an internet café. We may charge a fee for photocopying / printing / faxing / postage of longer documents where the information is not listed in our publication scheme as being available either free of charge or at a standard charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Equality Act.

If we intend to charge we will let tell you 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. 6. Guide to information available from Joydens Wood Junior School under the ICO model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do This will be current information only	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Website
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website
School prospectus	Website Hard Copy Contact the School
Governor Annual Report	Website Hard Copy Contact the School
Staffing structure	Website
School session times and term dates	Website
Address of School and contact details, including email	Website
Class 2 – What we spend and how we spend it Current financial year as a minimum	
Financial statements	Hard copy Contact School Office
Capital funding	Hardcopy Contact School Office
Funding Agreements	Hard copy Contact School Office
Financial audit reports	Website Hardcopy Inspection only. Contact School Office
Pay policy	Hardcopy Contact School Office
Staffing and grading structure. As a minimum the pay Information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts,	Hardcopy Contact School Office

by salary range.	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hardcopy Contact School Office
Class 3 – What our priorities are and how we are doing Current information as a minimum	
School profile <input type="checkbox"/> Performance data supplied to the English Government or a direct link to the data <input type="checkbox"/> The latest Ofsted report - Summary - Full report	Website
Performance management policy and procedures adopted by the governing body.	Hardcopy Contact School Office
School Development Plan	Website Hardcopy Contact School Office
Schools future plans; for example, proposals for and any consultation on the future of the school	Website
Safeguarding and Child Protection Policies	Website
Class 4 – How we make decisions Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	Website Current Hard Copy for past copies
Agendas and minutes of meetings of the governing body and (if held) its sub-committees (NB this will exclude information that is properly regarded as private to the meetings)	Available for inspection Contact School Office
Class 5 – Our policies and procedures Current information only	
School policies including: 1. Charging and remissions policy 2. Health and Safety 3. Complaints procedure 4. Information request handling policy 5. Equality (including equal opportunities) policy 6. eSafety Policy 7. Staff Performance Management 8. Staff code of conduct 9. Discipline and Grievance Policy	Website Policies 1 to 6 HardCopy Contact School Office
Pupil and curriculum policies, including: <input type="checkbox"/> Home-school agreement <input type="checkbox"/> Curriculum <input type="checkbox"/> Special educational needs	Website

<input type="checkbox"/> Behaviour & Discipline <input type="checkbox"/> Attendance <input type="checkbox"/> Sex Education Policy <input type="checkbox"/> Accessibility Plans <input type="checkbox"/> Equality Policy	
Records management and personal data policies, including: <input type="checkbox"/> Information security policies <input type="checkbox"/> Records retention destruction and archive policies <input type="checkbox"/> Data protection (including information sharing policies)	Website
Class 6 – Lists and Registers Currently maintained lists and registers only	
Disclosure log	Inspection Only
Asset register	Inspection Only
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection Only
Class 7 – The services we offer 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	Music Tuition, School Hall Lettings. Apply to School Business Manager via the School Office
School publications, leaflets, books and newsletters	Website

Our website is at www.joydens-wood-junior.kent.sch.uk

7. Key personnel

Any member of Joydens Wood Junior 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 Body 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 (Mrs Chiverton)

If the complaint cannot be resolved by the Headteacher, it can be referred to the Chair of Governors. Correspondence should be sent to the school.

Following this, if the complaint remains unresolved 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

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