

TANNERS WOOD JMI SCHOOL



FREEDOM OF INFORMATION POLICY (INCLUDING PUBLICATION SCHEME)

Adopted by Governing Body:	Date June 2018	Review Date June 2021
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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 ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

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 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 latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services as set out in section 4 below.

2. 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 or you can visit our website at www.tannerswood.herts.sch.uk.

Email: admin@tannerswood.herts.sch.uk

Tel: 01923 262229

Contact Address: **Tanners Wood JMI School, Hazelwood Lane, Abbots Langley, Hertfordshire WD5 0LG**

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.

3. 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 an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. 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.

4. Classes of Information Currently Published

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	School website	50p per page
Instrument of Government The instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.	Hard copy through the school office	50p per page
Governing Body The names and contact details of the governors are available and the basis on which they have been appointed.	The school website (www.tannerswood.herts.sch.uk)	50p per page
School session times and term dates Details of school session times and dates of school terms and holidays.	Hard copy (school newsletter) and also via the website (www.tannerswood.herts.sch.uk)	50p per page
Location and contact information The address, telephone number and website for the school, together with the names of key personnel.	Hard copy and also via the school website (www.tannerswood.herts.sch.uk)	50p per page

<p>Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.</p>	Hard copy through the school office	50p per page
<p>Annual budget plan and financial statements Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</p> <p>Capital funding Details of the capital funding allocation to the school together with information on related building projects and other capital projects.</p> <p>Additional funding Income generation schemes and other sources of funding.</p> <p>Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p> <p>Pay policy The statement of the school's policy and procedures regarding teacher's pay.</p> <p>Governors' allowances Details of allowances and expenses that can be claimed or incurred.</p>	<p>Hard copy through the school office</p> <p>Hard copy through the school office</p> <p>Hard copy through the school office</p> <p>Hard copy through the school office</p> <p>Hard copy through the school office</p>	<p>50p per page</p> <p>50p per page</p> <p>50p per page</p> <p>50p per page</p> <p>50p per page</p>
<p>Class 3 – What our priorities are and how we are doing</p>		
<p>Ofsted report</p> <p>School performance comparison</p> <p>Performance management information Performance management policy and procedures.</p> <p>Schools future plans Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p> <p>Safeguarding The policies and procedures that are in place to ensure that the 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.</p>	<p>Hard copy through the school office or via https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/117178</p> <p>Hard copy through the school office or via https://www.compare-school-performance.service.gov.uk/</p> <p>Hard copy through the school office</p> <p>Hard copy through the school office</p> <p>Hard copy through the school office</p>	<p>50p per page</p> <p>50p per page</p> <p>50p per page</p> <p>50p per page</p> <p>50p per page</p>

<p>Class 4 – How we make decisions Decision-making processes and records of decisions.</p>	Hard copy and/or website (www.tannerswood.herts.sch.uk)	50p per page
<p>Admissions policy/decisions The school's admission arrangements and procedures, together with information about the right of appeal.</p>	Hard copy and/or website (www.tannerswood.herts.sch.uk)	50p per page
<p>Minutes of meetings of the Governing Body Approved minutes will be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.</p>	Hard copy through the school office	50p per page
<p>Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.</p>	Hard copy and/or website (www.tannerswood.herts.sch.uk)	50p per page
<p>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 assessments, 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.</p>	Hard copy and/or website (www.tannerswood.herts.sch.uk)	50p per page
<p>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 behaviour.</p>	Hard copy and/or website (www.tannerswood.herts.sch.uk)	50p per page
<p>Records Management and Personal Data Policies This will include data protection policies and records retention.</p>	Hard copy through the school office	50p per page
<p>Equality and Diversity This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p>	Hard copy and/or website (www.tannerswood.herts.sch.uk)	50p per page
<p>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.</p>	Hard copy through the school office and Teach in Herts (https://www.teachinherts.com/)	50p per page
<p>Charging Regimes and Policies Details of any statutory charging regimes will be provided.</p>	Hard copy through the school office	50p per page
<p>Class 6 – List and Registers</p>	Hard copy and/or website (www.tannerswood.herts.sch.uk)	50p per page
<p>Any information the school currently legally holds in publicly available registers (this does not include the attendance register)</p>	Hard copy through the school office	50p per page
<p>Class 7 – The Services we Offer</p>		
<p>Information about the services the school provides, including leaflets, guidance and newsletters</p>	Hard copy and/or website (www.tannerswood.herts.sch.uk)	50p per page

<p>produced. For example:</p> <ul style="list-style-type: none"> • Extra-curricular activities • After school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees. • Leaflets, booklets and newsletters. 		
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7. 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 Head Teacher at school.

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.ico.gov.uk