

RAVENS COTE JUNIOR SCHOOL

FREEDOM OF INFORMATION POLICY

2019-2021



Date of Approval		Date of Review	
2019		2021	
Signed	Mr D Harris Headteacher	Signed	Mrs S Jakins Chair of Governors

Ravenscote Junior School
Freedom of Information Policy

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 format in which the information will be made available.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The format in which the information will be made available
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information that 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.

The Governing Body is responsible for the maintenance of this scheme.

2. Aims of Our School

We aim for every child to be happy, to be confident, and to achieve their best. We promote positive attitudes and learning for life to help children grow into independent, caring and creative adults.

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'. 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 School Profile and

in other governing body documents.

- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.
- School Policies and other information related to the school - information about policies that relate to the school in general

4. **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 or letter. Contact details are set out below:

Tel: **01276 709007**

Email: info@ravenscote.surrey.sch.uk

Contact Address: Ravenscote Junior School, Old Bisley
Road, Frimley, Surrey, GU16 9RE

To help us process your request quickly, please clearly mark any correspondence **“FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you are looking for is not available via the scheme and it is not on our website you can still contact the school to ask if we have it.

5. **Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not 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 6. If your request means that we have to do a considerable amount 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.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<ul style="list-style-type: none"> • the name, address, website and telephone number of the school, and the type of school • the names of the head teacher and other staff members • the names of the school governors • information about the school's policy on providing for pupils with special educational needs • information on the school policy on admissions • a statement of the school's aims • details of school session and dates of school terms and holidays <ul style="list-style-type: none"> • other general information about the school administration and curriculum

The School Profile and other information relating to the governing body– This section sets out information published in the School Profile and in other governing body documents.

Class	Description
The School Profile	<p>The statutory contents of the School Profile are as follows, (other items maybe included if populated by the DfE):</p> <ul style="list-style-type: none"> • What have been our successes this year? • What are we trying to improve? • How have our results changed over time? • How are we sure that we are meeting the needs of individual pupils? • How do we make sure our pupils are healthy, safe and well supported? • What activities are available to pupils? • How are we working with parents and the community? • What have pupils told us about the school, and what have we done as a result? • What do our pupils do after leaving this school? • What have we done in response to Ofsted?
Instrument of Government and Constitution Details	<ul style="list-style-type: none"> • 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

	<p>governor</p> <ul style="list-style-type: none"> • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the governing body and committees	Agreed minutes of meetings of the full Governing Body (current and last full academic school year). N.B. Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this.
Governor Expenses Policy	Statutory policy relating to the claiming of reasonable expenses by members of the governing body.
Register of Business Interests	A register of the business interests of individual members of the governing body.

Pupils & Curriculum Policies - This section gives access to information about statutory policies that relate to pupils and the school curriculum.

Class	Description
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 and Relationships Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs and Disabilities Policy	Information about the school's policy on providing for pupils with special educational needs
RE Policy	Information on the school’s policy and the right of parents to withdraw children
Policy for Responding to Parents’ Concerns (Parental Complaints)	Outlines how we aim to establish and promote close relationships with parents and gives guidance on the procedure to follow should a parent wish to raise a concern. The Surrey County Council leaflet ‘Responding to Parents’ Concerns’ is available in the school office.
Accessibility Plan and Disability Equality Scheme	Plans for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Single Equality Policy	Statement of policy for promoting equality of opportunities including race and gender
Collective Worship	Statement of arrangements for the required daily act of collective worship

Child Protection
Policy

Statement of policy for safeguarding and promoting welfare of pupils at
the school

National Support School
designated by



National College for
Teaching & Leadership

Engage Enrich Excel Academies
T/A Ravenscote Junior School
Registered Office: Old Bisley Road, Frimley, Surrey, GU16 9RE
Company Registration Number 9279884 (England and Wales)

