Norwood Green Junior School

Freedom of Information Policy and Publication Scheme

Ratified by Governors: June 2025

Review Date: June 2028

1. Introduction

Norwood Green Junior School is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests.

2. Background

The Freedom of Information Act 2000 (FoI) came fully into force on January 1 2005. Under the Act, any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

The information which the school routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

The Act is fully retrospective, so that any past records which the school holds are covered by the Act. The School has a Retention Schedule which informs the school on how long they should keep school records. It is an offence to willfully conceal, damage or destroy information in order to avoid responding to an enquiry, so it is important that no records that are the subject of an enquiry are amended or destroyed.

Requests under FoI can be addressed to anyone in the school; so all staff need to be aware of the process for dealing with requests. Requests must be made in writing, (including email), and should include the enquirer's name and correspondence address, and state what information they require. They do not have to mention the Act, nor do they have to say why they want the information. There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is no need to collect data in specific response to a FOI enquiry. There is a time limit of 20 days excluding school holidays for responding to the request.

3. Scope

The FoI Act joins the General Data Protection Regulation and the Environmental Information Regulations as legislation under which anyone is entitled to request information from the school.

Requests for personal data are still covered by the General Data Protection Regulation (GDPR). Individuals can request to see what information the school holds about them. This is known as a Subject Access Request, and must be dealt with accordingly.

Requests for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by

the Environmental Information Regulations (EIR). They also cover issues relating to Health and Safety. For example queries about chemicals used in the school or on school land, phone masts, car parks etc. would all be covered by the EIR. Requests under EIR are dealt with in the same way as those under FoIA, but unlike FoIA requests, they do not need to be written and can be verbal.

If any element of a request to the school includes personal or environmental information, these elements must be dealt with under GDPR or EIR. Any other information is a request under FoIA, and must be dealt with accordingly.

4. Obligations and Duties

The school recognises its duty to provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information, and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.

We will tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with the procedures laid down by the local authority.

5. Publication Scheme

Norwood Green Junior School has adopted the Model Publication Scheme for Schools approved by the Information Commissioner.

This publication scheme commits the School to make information available to the public as part of its normal business activities.

The scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the School that has been requested, and any updated versions it holds, unless the School is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the

information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term "dataset" is defined in section 11(5) of the Freedom of Information Act. The terms "relevant copyright work" and specified license are defined in section 19(8) of that Act.

Classes of Information

- **Who we are and what we do** - organisational information, locations and contacts, constitutional and legal governance.

- **What we spend and how we spend it** - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- **What our priorities are and how we are doing** - strategy and performance information, plans, assessments, inspections and reviews

- **How we make decisions** - policy proposals and decisions, decision making processes, and internal criteria.

- **Our policies and procedures** - current written protocols for delivering our functions and responsibilities.

- **Lists and registers** - information held in registers required by law and other lists and registers relating to the functions of the authority.

- **The services we offer** - advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

<u>The method by which information published under this scheme will be made available</u>

The School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the School's capability information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access

the information by the website, the School will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the School is legally required to translate any information it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

6. Dealing with Requests

We will respond to all requests in accordance with the procedures laid down. We will ensure that all staff are aware of the procedures

Written requests

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

7. Exemptions

Certain information is subject to either absolute or qualified exemptions. When we wish to apply a qualified exemption to a request, we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information.

We will maintain a register of requests where we have refused to supply information, and the reasons for the refusal. The register will be retained for 5 years.

8. Public Interest Test

Unless it is in the public interest to withhold information, it has to be released. We will apply the Public Interest Test before any qualified exemptions are applied.

9. Charging

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulation 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum.

10. Complaints

Any comments or complaints will be dealt with through the school's normal complaints procedure.

We will aim to determine all complaints within 10 days of receipt. We will publish information on our success rate in meeting this target. The school will maintain records of all complaints and their outcome.

If on investigation the school's original decision is upheld, then the school has a duty to inform the complainant of their right to appeal to the Information Commissioner's office.

Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

FOI/EIR Complaints Resolution Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Freedom of Information Guide to information available from Norwood Green Junior School under the model publication scheme

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	Website – Prospectus Norwood Green Junior School - School Brochure **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Who's who in the school	Website Norwood Green Junior School - Staff List	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website Norwood Green Junior School - Structure, Declarations of Interest & Attendance	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website Norwood Green Junior School - Contact Us **Via the school office**	Free **5p per page b &w** **10p per page colour**
School prospectus (if any)	Website Norwood Green Junior School - School Brochure **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Annual Report (if any)	GovWeb https://www.compare-school-performance.service.gov.uk/school/139869	Free

Staffing structure	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
School term dates	Website Norwood Green Junior School - Term Dates	Free
Address of school and contact details, including email address.	Website Norwood Green Junior School - Contact Us Telephone directory, public domain, by phone, school office	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	**School Office – paper copy** Website - Annual Financial Statement http://ngjs.co.uk/governance/academy-finance	**5p per page b &w** **10p per page colour** Free
Annual budget plan and financial statements	**School Office – paper copy** Website - Annual Financial Statement http://ngjs.co.uk/governance/academy-finance	**5p per page b &w** **10p per page colour** Free
Capital funding	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Financial audit reports	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	**School Office – paper copy**	**5p per page b &w** **10p per page colour**

Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority).	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Pay policy	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Staffing, pay 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, by salary range.	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	**School Office – paper copy** Web Norwood Green Junior School - Compare school and college performance data in England - GOV.UK	**5p per page b &w** **10p per page colour** Free

School profile (if any) And in all cases: • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted report - Summary - Full report • Post-inspection action plan	**Web** Norwood Green Junior School - Compare school and college performance data in England - GOV.UK 10379151 - Norwood Green Junior - 139869 Final.pdf **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Performance management policy and procedures adopted by the governing body.	**School Office – paper copy**	**5p per page b &w** **10p per page colour**
Performance data or a direct link to it	Web Norwood Green Junior School - Compare school and college performance data in England - GOV.UK	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Letter to Parents / Carers & Consultation	

Safeguarding and child protection CPOMS	Website Norwood Green Junior School - Policies **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	**Paper Copy – Clerk to Governors via School Office**	**5p per page b &w** **10p per page colour**
Admissions policy/decisions (not individual admission decisions) – where applicable	Website Norwood Green Junior School - Admissions Policy	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	**Paper Copy – Clerk to Governors via School Office**	**5p per page b &w** **10p per page colour**
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Website Norwood Green Junior School - Home Norwood Green Junior School - Policies	Free
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website Norwood Green Junior School - Policies Norwood Green Junior School - GDPR **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**

Charging regimes and policies.	Website **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	By Inspection – Arranged by Office	
Curriculum circulars and statutory instruments	Website Norwood Green Junior School - Curriculum **School Office – paper copy**	Free **5p per page b &w** **10p per page colour**
Disclosure logs	By Inspection – Arranged by Office	
Asset register	By Inspection – Arranged by Office	
Any information the school is currently legally required to hold in publicly available registers	By Inspection – Arranged by Office https://www.compare-school-performance.service.gov.uk/school/139869?tab=primary	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website Norwood Green Junior School - Home	Free
Extra-curricular activities (if any)	Website Norwood Green Junior School - Home	Free
Out of school clubs (if any)	Website Norwood Green Junior School - PE, Sport & Clubs News	Free

Services for which the school is entitled to recover a fee, together with those fees	Will be quoted after any FOI enquiry.	
School publications, leaflets, books and newsletters (if any)	Website Norwood Green Junior School - Home	Free

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @5p per page (black & white)	*Actual printing cost plus administration cost
	Photocopying/printing @ 10p per page (colour)	*Actual printing cost plus administration cost
	Postage	Actual cost of Royal Mail standard 2nd class

* the actual cost incurred by the school