Freedom of Information Policy

Reviewed by:	General Governing Body
Date Implemented:	
Date Amended	2026
Next Review:	2027
Ratified by Governors:	Nicola Denton-Dash & Kevin Hinde
Governor Signature:	

1. Introduction

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all schools, should be clear and proactive about the information they will make public.

John Scurr Primary School has adopted the Information Commissioner's Model Publication Scheme and has produced this guide, setting out:

- the categories of information which the school publishes or intends to publish;
- the manner in which the information will be published;
- 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 the John Scurr Primary School Publication Scheme is either available on the website https://www.johnscurr.towerhamlets.sch.uk or is available in paper form.

Some information which the school holds may not be made public, for example personal information about staff, children, parents and governors.

See Appendix 1 for guidance to access information.

2. Categories of information published

This document guides you to information which the school currently publishes, has recently published or will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 5 below.

The classes of information that the school undertakes to make available are organised into five broad topic areas:

- the educational brief: information about the school vision, vales and curriculum:
- school prospectus: information published in the school prospectus;
- Governing Body documents: information published in governing body documents;
- pupil and curriculum policies: information about policies that relate to pupils and the school curriculum;
- school policies and other information related to the school: information about policies which relate to the school in general.

3. How to request information

Most of the documentation in this scheme is available on the school website www.johnscurr.towerhamlets.sch.uk

If you require paper versions of any of the documents within the Publication Scheme, please contact the school by telephone, email or letter.

Contact details are set out below:

John Scurr Primary School

Address: Cephas Street, London E1 4AX

email: admin@johnscurr.towerhamlets.sch.uk

Phone: 0207 790 3647

To help the school to process your request quickly, please clearly mark any correspondence **Freedom of Information Publication Scheme request**.

If the information you are looking for is not available via the Publication Scheme and is not on the website**,** you can still contact the school to ask if the information is available. Such requests for information under the Freedom of Information Act should be made in writing to the Executive Headteacher.

The Executive Headteacher is responsible for day-to-day compliance with the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school's policy.

The governing body is responsible for: review of this Publication Scheme; ensuring that a well organised records management and information system exists in order to comply with requests within 20 working days (excluding school holidays); and reviewing any refusals to provide information and any appeals.

4. Paying for information

Information published on the John Scurr Primary School website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access the website using a local library or an Internet café.

Single paper copies of information covered by this Publication Scheme are provided free unless stated otherwise in section 5. There may be a charge if your request requires the school to:

- undertake a large amount of photocopying or printing;
- pay a large postage charge

The school will inform you of any charge before fulfilling your request. Once your request has been quantified you will be issued with a fees notice in advance of receiving any information or documentation from the school. This notice must be paid within three months or your request will be deemed to have been withdrawn.

5. Classes of information currently published

The educational brief

This document sets out information about the school under the following headings:

- vision and values;

- curriculum and organisation of learning;
- the school day and the school year;
- provision for special needs and disabilities;
- provision for able, gifted and talented children;
- provision for children with English as an additional language (EAL);
- learning support;
- the organisation of children and classes;
- success measures and self-evaluation;
- community engagement;
- staffing;
- school development plan;
- IT vision.

School Prospectus

This section sets out information published in the school prospectus.

The obligatory content of the school prospectus is as follows (other items are included in the prospectus at the discretion of the school):

- arrangements for the admission of children with disabilities;
- details of steps to prevent disabled children being treated less favourably than other children;
- details of existing facilities to assist access to the school by children with disabilities;
- the accessibility plan (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by pupils with disabilities;
- information about the implementation of the governing body policy on children with special educational needs and any changes to the policy during the last year.

Governing body documents

This section sets out information published in Governing Body documents.

Instrument of governance:

- name of the school;
- category of the school;
- 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 four years;
- the name of anybody entitled to appoint any category of governor;
- details of any trust;
- the date the instrument takes effect.

Minutes of meetings of the governing body and its committees:

- agreed minutes of meetings of the Governing Body and its committees

  (current and last full academic school year) will be available in hard copy in the school office - some information might be confidential or otherwise exempt from publication by law;

- agreed budgets and finance reports to the Governing Body and its committees (current and last full academic school year)
- newsletters and other communications sent by the governing body to parents;
- the Funding agreement signed by the Trust Members and the Secretary of State for Education.

Pupil and curriculum policies

This section sets out the policies and documents that relate to children and the school curriculum:

Access to pupil records;

Admissions;

Annual calendar;

Assessment, recording and reporting;

Attendance;

Behaviour, attendance and exclusions;

Child protection;

Community Cohesion;

Curriculum Map EYFS, Key Stage One and Key Stage Two;

Curriculum (extended);

Educational visits;

Early years and foundation stage;

Gifted and talented;

Home Learning;

Local, national and global community; Personal,

social and health education;

Preventing bullying;

Promoting positive behaviour;

Race equality;

Religious education and collective worship;

Safeguarding children;

Sex and relationships Education;

Special educational needs and disabilities;

Teaching and learning;

Timetabling.

School policies and other information related to the school

This section sets out the policies and documents that relate to the school more widely:

Accessibility plan;

Charging and remissions;

Communication and Complaints procedure;

Business Continuity Plan;

Data protection policy;

Food policy;

Equality act for children and staff;

Freedom of information publication scheme;

Health and safety;

Information for parents and carers;

Premises management;

Register of any business interests of the Headteacher and members of the governing body;

Safeguarding through recruitment;

Scheme of delegated authority;

School financial regulations handbook;

Staff discipline, conduct and grievance;

Staff induction and deployment;

Whistleblowing procedures.

Further information on information that is available through this Publication Scheme is included in the Appendix to this document.

6. Feedback and complaints

We welcome any comments or suggestions you may have about the John Scurr Primary School Publication Scheme. If you want to make any comments, you require further assistance or wish to make a complaint please contact the Executive Headteacher at: John Scurr Primary School, Cephas Street, London E1 4AX

email: admin@johnscurr.towerhamlets.sch.uk

Phone: 0207 790 3647

If you are not satisfied with the response you receive and you feel a formal complaint is required then please contact the Information Commissioner's Office at the following address:

Information Commissioner's Office (ICO)

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

https://ico.org.uk/

Appendix 1 Freedom of Information

Guide to information available from John Scurr Primary 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		
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Hard copy from school office for viewing	Free

Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Website	Free
Annual Report (if any)	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	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		
Annual budget plan and financial statements	Hard copy by request	Printing cost 10p per sheet
Capital funding	Hard copy by request	Printing cost 10p per sheet
Financial audit reports	Hard copy by request	Printing cost 10p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy by request	Printing cost 10p per sheet

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 or diocese).	Hard copy by request A Value for Money statement is available online at no cost	Printing cost 10p per sheet

Pay policy	Website	Free
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.	Hard copy by request	Printing cost 10p per sheet
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.	Hard copy by request	Printing cost 10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy by request	Printing cost 10p per sheet

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 profile (if any)	Website	Free

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		

Performance management policy and procedures adopted by the governing body.	Website	Free
Performance data or a direct link to it	Website	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	Website	Free

Safeguarding and child protection	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	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).	Hard copy by request or available to view in school office	Printing cost 10p per sheet or free to view in person
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Website Most policies will be available on the website. Should a policy be requested that is not on our website please write to request this.	Free Printing cost at 10p per sheet
As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website	Free

Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		

Curriculum circulars and statutory instruments	Hard copy; some information may only be available by inspection	Printing cost at 10p per sheet
Disclosure logs	Hard copy; some information may only be available by inspection	Printing cost at 10p per sheet
Asset register	Hard copy by request	Printing cost at 10p per sheet

Any information the school is currently legally required to hold in publicly available registers	Hard copy by request	Printing cost at 10p per sheet
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		
Extra-curricular activities	Website	Free

Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy by request	Printing cost at 10p per sheet
School publications, leaflets, books and newsletters	Website and hard copy in office	Free

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	N/A	N/A
NA	N/A	N/A