

# CROSSHALL JUNIOR SCHOOL

## FREEDOM OF INFORMATION ACT: GUIDE



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**Guide to information available from Crosshall Junior School Academy Trust under the publication scheme**

Website - [www.crosshalljunior.co.uk](http://www.crosshalljunior.co.uk)

School Office – 01480-475972

Information to be published	How the information can be obtained
<p><b>Who we are and what we do</b>  <b>(Organisational information, structures, locations and contacts)</b>  <i>Current information only</i></p>	
Academy Funding Agreement	Hard copy – School Office
School staff and structure – names of key personnel	Hard copy – School Office or website
Governing body – names and contact details of the governors and the basis of their appointment	Hard copy – Clerk to governors
School session times, term dates and holidays	Hard copy – School Office or website
Location and contact information – address, telephone number and website	Website
Work contact details for the Head Teacher – telephone and email	School Office or website
School Prospectus	School Office or website
<p><b>What we spend and how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)            This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House)</p>	Website
Annual budget plan and financial statements	Hard copy – School Office
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy – School Office
Procurement and contracts – details of procedures used for the acquisition of goods and services	Hard copy – School Office
Review of staffing and grading structure	Hard copy – School Office
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay	Hard copy – School Office
Governors' allowances – Details of allowances and expenses that can be claimed or incurred	Hard copy – School Office
<p><b>What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews)  <i>Current information should be published</i></p>	Hard copy and/or website
OFSTED report – summary and full report	Hard copy or website
Performance management policy	Hard copy – School Office

Information to be published	How the information can be obtained
Child protection – policies and procedures on safeguarding and promoting the welfare of children. <ul style="list-style-type: none"> <li>- Behaviour policy</li> <li>- Child Protection policy/safeguarding</li> <li>- Special Educational Needs policy</li> </ul>	Website Website Website
<b>How we make decisions</b> (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>	Hard copy
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	Hard copy or website
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	Hard copy – School Office
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>	Website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Sex &amp; Relationship education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Equality and Community Cohesion</li> <li>• RE (Collective worship)</li> <li>• Behaviour</li> </ul>	Hard copy – School Office Hard copy and website Hard copy and website Hard copy and website Hard copy Hard copy and website
Records management and personal data policies <ul style="list-style-type: none"> <li>• Information management</li> <li>• Records retention/destruction and archive</li> <li>• Data Protection policies</li> </ul>	Hard copy – School Office In line with national guidelines Hard copy and website
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) <ul style="list-style-type: none"> <li>• Equality and Community Cohesion</li> <li>• EPM procedures</li> </ul>	Hard copy – School Office Hard copy and website Hard copy

Information to be published	How the information can be obtained
<b>Lists and Registers</b> <i>Currently maintained lists and registers only</i>	Hard copy and/ or website; some information may only be available for inspection
Logging concerns about a child's safety & welfare	Hard copy – School Office
Asset register	Hard copy – School Office
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy – School Office
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	Hard copy and/ or website; some information may only be available for inspection
Extra-curricular activities	Hard copy – School Office
Out of school clubs	Website
School publications	Website
Services for which the Academy is entitled to recover a fee, together with those fees	Hard copy – School Office
Leaflets, booklets and newsletters	Website

Requests for any other information held by the school may incur a charge.

### How to Request Information

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email, fax or letter giving clear details of the information requested.

Written notice of any fee will be provided to the enquirer before any information is supplied. Contact details are set out below:

**Address:** Great North Road, Eaton Ford, St Neots, PE19 7GG

**Telephone:** 01480-475972

**E-mail:** office@crosshalljunior.co.uk

**Web:** www.crosshalljunior.co.uk

To help us process your request quickly, please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST' (in CAPITALS please).

If the information you are looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor's name and contact details; either postal address or email address for the response to be sent.

All FOI requests must be responded to by us within 20 working days from receipt (excluding school holidays).

### Withholding Information

The FOI Act contains twenty-three exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. In practice there are very few which are likely to be applied by the education sector.

We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a 'public interest' exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by us and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by us;
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

The decision to apply absolute exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other Governors, Head Teacher, Assistant Headteacher.

Even if the group decides information should not be disclosed, a public interest test should be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.

Advice should be sought from Learning and Culture's Data Protection and Freedom of Information Manager or Legal Services if there is any doubt as to whether information should be disclosed.

### **Paying for Information** Freedom of Information Policy and Publication Scheme

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 either a local library or an internet café.

If the Publication Scheme request or FOI request means that a charge will be incurred, then the person will be informed before fulfilling the request. Payment will be requested prior to providing the information.

Charges will be made for administration cost, such as printing, photocopying, postage, staffing etc.

### **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 regarding information you have received or been refused, then initially this should be addressed to the Head Teacher, Crosshall Junior School, Great North Road, Eaton Ford, St Neots, PE19 7GG.

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:

The Case Reception Unit

Customer Service Team

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

### **Logging Requests Received**

Crosshall Junior will keep a record (See Appendix One) of all requests received for monitoring purposes, noting:

1. the date the request was received;
2. name of the staff member receiving the request;
3. name and contact details of the person or organisation making the request;
4. the details of the request;
5. the date the request was fulfilled or refused;
6. the reason for any exemption being applied;
7. the reason for any failure to meet the 20 day deadline.

