Busbridge CofE Junior School

Freedom of Information Policy

& Publication Scheme

This policy (which includes our publication scheme) conforms to the model scheme approved by the Information Commissioner.
The Governing Body is responsible for maintenance of this scheme.

1. Introduction

This publication scheme explains the school's procedure for making information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below.

2. Classes of Information we hold

School Information

Information that would be included in a printed prospectus; School Vision and Values; routines within school, including the daily; staff and governing body lists; uniform; our contact information;

Information for Parents

Our Policies, including statutory policies (these are listed at the end of this document); school term dates and calendar of events; codes of conduct eg Internet Use in School; links to the Friends of Busbridge and Community; school milk and meals; the Breakfast and Afterschool; newsletters;

Statutory Information

Attainment and SATs results; Pupil Premium and Sports Premium spend; Curriculum information; Ofsted Report; SIAM Admissions criteria; Complaints Procedure

Governing Body

The constitution and responsibilities of school governors; list of governors and committee membership; register of business interests and attendance at meetings; governor minutes (Part 1)

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.

The method by which information published under this scheme will be made available

Where possible, information will be provided on our website, or otherwise may be obtained via the school office, or e-mailing admin@busbridge-junior.surrey.sch.uk
Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, we 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 we are legally required to translate any information, we 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.

Charges which may be made for Information published under this scheme

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.

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.

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.

3. Aims of Our School

Busbridge Church of England Junior School serves the local community and the surrounding area by providing an educational service of the highest quality. This publication scheme is a means of showing how we are pursuing our vision and values, which are:

- everyone is treasured as a unique child of God and encouraged to love themselves as well as one another
- a love of learning and a zest for life are stimulated within a secure, positive and inspiring environment
- every child is deserving of our highest aspirations and is supported to thrive socially and academically to achieve their individual best
- children learn to be responsible, resourceful and resilient citizens of the future, with hope and courage in their hearts
- mutually supportive relationships are nurtured between pupils, staff, parents, governors, church and community, promoting a sense of belonging
- we seek to build an inclusive Christian community which celebrates the diversity of ability, culture and belief through trust and understanding.

How to request information

If you require a paper version of any of the documents within the scheme, or wish to view information in school, please contact us by telephone, email, fax or letter. Contact details are;

Telephone;	**01483 417302**
E-mail:	**admin@busbridge-junior.surrey.sch.uk**
Address:	Busbridge CofE Junior School
	Brighton Road
	Godalming
	Surrey GU7 1XA

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're looking for is not available via the scheme nor on our website you can still contact the school and we will tell you whether or not we have it.

4. 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.

Information may generally be viewed at school free of charge. Information which involves considerable time in collation may incur a proportionate cost. Any copies taken away will be charged at 15p per sheet, unless marked with a *. 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.

5. 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:

Chairman of Governors, c/o the Clerk to the Governors at Busbridge CofE Junior 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.informationcommissioner.gov.uk**