



# THE FULHAM BOYS SCHOOL

<b><i>Policy Title</i></b>	Freedom of Information Policy
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<b><i>Reviewed By</i></b>	Alun Ebenezer
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## **Revisions Table**

<b><i>Version</i></b>	<b><i>Date</i></b>	<b><i>Edited by</i></b>	<b><i>Description of Change</i></b>
			No changes to Summer 2018 version

The master copy of this document can be found on the FBS Google Drive, under the “Policies” folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table above. Revisions table front sheet was added to all policies Summer 2018.



# THE FULHAM BOYS SCHOOL

## FREEDOM OF INFORMATION POLICY

Date of Next Review: SUMMER 2020

### CONTENTS:

1. INTRODUCTION	p3
2. CATEGORIES OF INFORMATION PUBLISHED	p3
3. HOW TO REQUEST INFORMATION	p3
4. PAYING FOR INFORMATION	p4
5. CLASSES OF INFORMATION CURRENTLY PUBLISHED	p4
6. FEEDBACK AND COMPLAINTS	p7
7. ACTION THE SCHOOL WILL TAKE ON RECEIPT OF A REQUEST FOR INFORMATION	p8
8. APPENDIX 1	P10

## **1. INTRODUCTION**

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

1.2 To do this the school must produce a publication scheme setting out:

1.2.1 The classes of information which the school publish or intend to publish.

1.2.2 The manner in which the information will be published.

1.2.3 Whether the information is available free of charge or on payment.

1.3 The scheme covers information already published and information which is to be published in the future.

1.4 All information in our publication scheme is either available on the school's website to download and print off or available in paper form.

1.5 Some information which the school holds may not be made public, for example personal information (see Data Protection Policy)

1.6 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **2. CATEGORIES OF INFORMATION PUBLISHED**

- 2.1 The publication scheme guides you to information which the school currently publish (or have recently published) or will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 5 of this scheme.
- 2.2 The classes of information the school undertakes to make available are organised into four broad topic areas:
- 2.2.1 School Prospectus – information published in the school prospectus.
  - 2.2.2 Governors' Annual Report and other information relating to the governing body – information published in governing body documents.
  - 2.2.3 Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
  - 2.2.4 School Policies and other information related to the school - information about policies that relate to the school in general.

## **3. HOW TO REQUEST INFORMATION**

- 3.1 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:

Email: [info@fulhamboysschool.org.uk](mailto:info@fulhamboysschool.org.uk)

Telephone: 020 7381 7100

Contact Address: The Fulham Boys School, Gibbs Green, West Kensington, London, W14 9LY

- 3.2 To help the school process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)
- 3.3 If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.
- 3.4 Requests for information will be dealt with within 20 days excluding school holidays.

## **4. PAYING FOR INFORMATION**

- 4.1 Single copies of information covered by this publication are provided free unless stated otherwise.
- 4.2 If your request means that the school has 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 the school will let you know the cost before fulfilling your request.

## 5. CLASSES OF INFORMATION CURRENTLY PUBLISHED

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

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none"> <li>- The name, address and telephone number of the school and type of school</li> <li>- The names of the Headteacher and Chair of Governors</li> <li>- Information about admissions</li> <li>- Details of school session and dates of school terms and holidays</li> <li>- A statement about the school’s ethos and values</li> <li>- Details of any affiliations with particular religion or religious denomination and the religious education provided</li> <li>- Information about the school’s policy on providing for pupils with special educational needs</li> <li>- Number of pupils on roll and rates of pupils’ authorised and unauthorised absences</li> <li>- External examination results in the school, locally and nationally</li> <li>- The destinations of school leavers</li> </ul>

5.2 **Governors’ Annual Report and other information relating to the governing body** – this section sets out information published in the Governors Annual Report and in other Governing Body documents

<b>Governors Annual Report</b>	<p>The statutory content of the governors annual report to parents are as follows (other items may be included at the school’s discretion)</p> <ul style="list-style-type: none"> <li>- Details of the governing body membership, including name and address of chair and clerk</li> <li>- A statement on progress in implementing the action plan drawn up following an inspection</li> <li>- A financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>- Information about school security</li> <li>- Information about the implementation of the governing body’s policy on pupils with special educational needs and any changes to the policy during the last year</li> <li>- A description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; and details of existing facilities to assist access to the school by pupils with disabilities</li> </ul>
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	<ul style="list-style-type: none"> <li>- The accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>- How teachers' professional development impacts on teaching and learning</li> <li>- Number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>- School's targets for pupils in KS3</li> <li>- The school's targets for public examinations</li> <li>- The destination of school leavers</li> </ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>- The name of the school</li> <li>- The category of the school</li> <li>- The name of the governing body</li> <li>- The manner in which the governing body is constituted</li> <li>- The name of any person entitled to appoint any category of governor</li> <li>- Details of the Trust</li> <li>- If the school has a religious character, a description of the ethos of the school</li> <li>- The date the instrument takes effect</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees [current and last full academic school year]

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

<b>Class</b>	<b>Description</b>
<b>Home – school agreement</b>	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
<b>Curriculum Policy</b>	Statement on following the policy for the curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

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<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

<b>Sex Education Policy</b>	Statement of policy with regard to sex and relationship education. This is found within the PHSCCE policy
<b>Special Education Needs Policy</b>	Information about the school's policy on providing for pupils with special educational needs
<b>Accessibility Plans</b>	Plan 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. This information is found in our Disability policy.
<b>Equality Policy</b>	Statement of policy for promoting race equality. This information is found in our Race Equality policy and our Equal Opportunities policy.
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship. This information is found in our Religious Education and Collective Worship policy.
<b>Safeguarding Policy</b>	Statement of policy for safeguarding and promoting welfare of pupils at the school. This information is found in our Safeguarding and Child Protection policy.
<b>Pupil Discipline</b>	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying. This information is found in our Behaviour and Exclusion policy and our Anti-Bullying policy

**5.4 School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and, where appropriate, inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form <sup>2</sup>	A statement of the governing body's evaluation of the school's performance.

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<sup>2</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the head teacher or governing body relating to the curriculum
Admissions Policy	Statement of the school's policy on admissions
Appendix 1- Other policies	Appendix 1 provides a list of all the policies that are held by the school and are available on request. All our policies are on the the school website.

## 6. FEEDBACK AND COMPLAINTS

6.1 The school welcomes 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 the headmaster.

6.2 If you are not satisfied with the assistance that you get or if the school has 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](mailto:publications@ic-foi.demon.co.uk)**

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

**7. ACTION THE SCHOOL WILL TAKE ON RECEIPT OF A REQUEST FOR INFORMATION**

- 7.1 Decide whether the school holds the information or whether the request should be transferred to another body if the information is held by them
- 7.2 Provide the information if it has already been made public
- 7.3 Inform the enquirer if the information is not held
- 7.4 Consider whether a third party's interests might be affected by disclosure and if so consult them
- 7.5 Consider whether any exemptions apply and whether they are absolute or qualified
- 7.6 Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information
- 7.7 Decide whether the estimated cost of complying with the request will exceed the appropriate limit
- 7.8 If a request is made for a document that contains exempt personal information ensure that the personal information is removed by applying the redaction procedure
- 7.9 Consider whether the request is vexatious or repeated

## APPENDIX 1

	<b>POLICY</b>
1	Drug Misuse
2	Enterprise
3	Safeguarding and Child Protection
4	Physical Intervention Policy
5	Complaints
6	Community Policy
7	Data protection
8	Disability
9	Equal opportunities
10	Performance management
11	Professional conduct
12	Review and Development
13	Race equality
14	Self-evaluation and school improvement
15	Staff development

16	Capability
17	Grievance
18	Redundancy
19	Staff Sickness
20	Recruitment
21	Freedom of Information
22	Anti-bullying
23	ARR
24	Attendance and Punctuality
25	Home School Agreement
26	ICT and Portable Device (including acceptable use of the iPad policy)
27	Teaching and Learning (Ownwork)
28	Uniform and Appearance
29	Admissions
30	Behaviour and Exclusions (Rewards)
31	Citizenship and PHSE
32	Curriculum
33	RE and Collective Worship
34	SEN (including SEN Report)
35	SMSC
36	Pupil Premium
37	Radicalisation
38	Marking Policy
39	HAP Policy
40	Charging and Financial Assistance
41	Emergency Procedures Action Plan

42	Health and Safety
43	Intruders on school site
44	Medical Treatment
45	Offsite and Residential
46	Use of School premises and facilities
47	Pay
48	Expenses Policy
49	Gifts and Hospitality

### Statutory policies