



The John Wesley Church of England and Methodist Aided Primary School

Freedom of Information Policy

Written	November 2021
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Date Policy to be Reviewed	November 2023

Flourishing in F.A.I.T.H. (Family, All Included, Thriving & Healthy)

At The John Wesley Church of England & Methodist Primary School, our vision of life without limits in all its fullness puts our children and families at the centre of everything. In our inclusive and unique community with two distinctively Christian foundations, every experience enables all to flourish as individuals and to thrive as God intended; mentally, physically, emotionally and spiritually.

The school welcomes everyone to its family and upholds the principles and teachings of the Christian faith. We provide a secure, caring learning environment, which supports and encourages all to fulfil their potential.

The John Wesley is a Church of England and Methodist Voluntary Aided Primary School and our Christian values are at the heart of everything we do.

- ❖ **Koinonia**
- ❖ **Love**
- ❖ **Compassion**
- ❖ **Wisdom**
- ❖ **Forgiveness**
- ❖ **Service**

These are underpinned by our learning values:

- ❖ **Promoting curiosity** – asking questions, delving deeper and analysing
- ❖ **Developing communication** – listening, empathy and relationship-building
- ❖ **‘Prove it’ opportunities** – problem solving, decision making and exploration
- ❖ **Sharing views and opinions** – visual, spoken and written
- ❖ **Encouraging creativity** – innovation, imagination and spirituality

Our whole school vision is built upon and guided by these. Every school policy is written with this in mind and implemented in way that reflects our vision of our children being able to ‘**Flourishing in F.A.I.T.H**’ (Family, All Included, Thriving & Healthy)’ and as Jesus gave his disciples a vision of a life that is full of possibilities and dreams yet to be met, we encourage our children to live their life in all its fullness.

FREEDOM OF INFORMATION POLICY

1. INTRODUCTION

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all schools to be clear and proactive about the information they will make public.

As a result, we at The John Wesley CEM Primary School have produced a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- 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 our publication scheme is available in paper form, some is available electronically on our website for you to download and print.

Some information which we hold may not be made public, for example, personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO).

The governing body is responsible for maintenance of this scheme.

2. THE AIMS OF THE POLICY

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child
- Help every child develop the skills, knowledge and personal qualities needed for life and work

This publication scheme is a means of showing how we are pursuing these aims.

3. PUBLICATION SCHEME - CATEGORIES OF INFORMATION PUBLISHED

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. Statutory, and additional contents the school have chosen to add, can be seen in our Publication Scheme in Appendix 1.

The classes of information that we undertake to make available are organised into the following area:

- **School Prospectus** – information published in the school prospectus
- **Governors' Documents** - information published in governing body documents.
- **Pupils & Curriculum** – information about policies that relate to pupils and the school curriculum.
- **School Policies and other information related to the school** - information about policies that relate to the school in general.

The John Wesley CEM Primary School Freedom of Information Policy

4. GUIDE TO INFORMATION AVAILABLE FROM THE JOHN WESLEY CEM 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 <i>(Organisational information, structures, locations and contacts)</i> <i>This will be current information only</i>	(School Website: www.john-wesley.org.uk and/or hard copy)	
Who's who in the school	School Website Hard copy via the school Office	Free
Who's who on the governing body/board of governors and the basis of their appointment	School Website Hard copy via the school Office	
Instrument of Government / Articles of Association	Clerk to governors - Hard copy via the school Office	
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	School Newsletter/Website Hard copy via the School Office	
School prospectus	Hard copy via the School Office	
Staffing structure	Hard copy via the School Office	
School session times and term dates	School Website Hard copy via the School Office	
Address of school and contact details, including email address.	School Newsletter/Website Hard copy via the School Office	

CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>		
Annual budget plan and financial statements	Finance Manager via the School Office	Photocopy charge
Capital funding	Finance Manager via the School Office	Photocopy charge
Financial audit reports	Finance Manager via the School Office	Photocopy charge
Details of expenditure items over £2000	Finance Manager via the School Office	Photocopy charge
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).	Finance Manager via the School Office	Photocopy charge
Pay policy	Hard copy via the School Office	Photocopy charge
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 via the School Office	Photocopy charge
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.	Finance Manager via the School Office	Photocopy charge
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy from Finance Manager or Clerk to Governors via the School Office	Photocopy charge

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> <i>Current information as a minimum</i>		
School profile (if any) and in all cases:	School Website Hard copy via the school Office	Photocopy charge

The John Wesley CEM Primary School Freedom of Information Policy

<ul style="list-style-type: none"> 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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan 		
Appraisal (Performance Management) policy and procedures adopted by the governing body.	Hard copy via the school Office	Photocopy charge
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Website Hard copy via the school Office	Photocopy charge
Safeguarding and child protection policy	School Website Hard copy via the school Office	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	Hard copy via the school Office Admission Policy- School Website	Photocopy charge
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 copies from Clerk to Governors via the School Office	Photocopy charge

CLASS 5 – OUR POLICIES AND PROCEDURES

*(Current written protocols, policies and procedures for delivering our services and responsibilities)
Current information only. 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: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Data protection (including information sharing) policies 	School Website Hard copy via the school Office	Photocopy charge
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").	School Website Hard copy via the school Office	Photocopy charge

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 from Headteacher via the School Office	Photocopy charge
Disclosure logs	Hard copy from Headteacher via the School Office	Photocopy charge
Asset register	Hard copy from Headteacher via the School Office	Photocopy charge
Any information the school is currently legally required to hold in publicly available registers	Hard copy from Headteacher via the School Office	Photocopy charge

CLASS 7 – THE SERVICES WE OFFER

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

The John Wesley CEM Primary School Freedom of Information Policy

<i>Current information only</i>		
Extra-curricular activities	School Website Hard copy via the school Office	Free
Out of school clubs	School Website Hard copy via the school Office	Free
Services for which the school is entitled to recover a fee, together with those fees	School Website Hard copy via the school Office	
School publications, leaflets, books and newsletters	School Website Hard copy via the school Office	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

5. 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 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: Wesley School Road, Cuckoo Lane, Ashford, Kent. TN23 5LW

Telephone: 01233 614660

E-mail: office@john-wesley.org.uk

Website: www.john-wesley.org.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).

6. WITHHOLDING INFORMATION

The FOI Act contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. 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.

The John Wesley CEM Primary School Freedom of Information Policy

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.

7. 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 either a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise.

If the Publication Scheme request or FOI 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. Payment may be requested prior to provision of the information.

8. 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 Headteacher, The John Wesley CEM Primary School, Wesley School Road, Cuckoo Lane, Ashford, Kent. TN23 5LW.

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
Website: www.informationcommissioner.gov.uk