

John Ruskin Primary School and Language Classes

Publication Scheme

Co-ordinator: Linda Dickinson

Last review: 2014

Next review: 2017



"Be responsible, be fair, stay positive and care"

John Ruskin Primary School & Language Classes
Freedom of Information Publication Scheme
Reviewed September 2014
Co-ordinator – Linda Dickinson

1. Introduction

- a. One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.
- b. To do this we must produce a publication scheme setting out:
 - i. The classes of information which we publish or intend to publish;
 - ii. The manner in which the information will be published; and
 - iii. Whether the information is available free of charge or on payment.
- c. The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.
- d. Some information which we hold may not be made public, for example personal information.
- e. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.
- f. The school's management and governing body aims to respond to request within 20 working days.
- g. The headteacher has the day to day responsibility for implementing this policy. If there is any doubt about whether information should be released then the head teacher and chair of the governors should be consulted who may need to seek advice from the Local Authority. If an exemption is to be applied then this and the reasons why should be made clear in the response to the enquirer.

2. The Law

- a. Wilfully concealing, damaging or destroying information in order to avoid answering a query is a criminal offence Freedom of Information Act 2000:Section 19

3. Categories of information published

- a. The publication scheme guides you to information which we currently publish at any time, split into categories of information known as "classes" (see Section 6 of this scheme).
- b. The classes of information that we undertake to make available are organised into four broad topic areas:
 - i. School Prospectus – information published in the school prospectus.
 - ii. Governors' Documents – published governing body documents.

- iii. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum
- iv. School Policies – information about policies that relate to the school in general.

4. How to request information

- a. Any requests for information must be in writing (including fax and email) and has the name and correspondence address of the enquirer and has details of the information required. You can request a copy of the information you want from the contact detailed below or visit our website at www.johnruskin.southwark.sch.uk
- b. If the information you're looking for is unavailable via the scheme and not on our website, you can still ask if we have it. You can contact the school by telephone, email, or letter.

Email: office@johnruskin.southwark.sch.uk

Telephone: 0207 703 5800

Contact Address: Business Manager
John Ruskin Primary School
John Ruskin Street
London
SE5 0PQ

- c. To help us process your request quickly, please clearly mark any correspondence **“PUBLICATIONS SCHEME REQUEST”** (in **BOLD CAPITALS**)

5. Paying for information

- a. For single copies of information covered by this publication there is a £15.00 administration charge. 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 any additional the cost before fulfilling your request.
- b. Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

6. Classes of Information Currently Published

- a. **School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows: (other items may be included at the school's discretion)</p> <ul style="list-style-type: none"> • The name, address and telephone number of the school, and the type of school • The names of the headteacher and chair of governors

	<ul style="list-style-type: none"> • Information about admissions • A statement of the school's ethos and values • Details of any affiliations with a particular religion or religious demonization, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • Information about the school's policy on providing for pupils with special educational needs • Number of pupils on roll and rates of pupils authorised and unauthorised absences. • National Curriculum assessment results for appropriate Key Stages, with national summary figures.
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b. 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.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The 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 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees meetings

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

Class	Description
Home – school agreement	Written 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
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this
Staff Drive: Policies/Freedom of Information Publication – September 2014

Single Equality Policy	Statement of policy for promoting race equality
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from March 2004)</i>
Pupil Discipline	Written statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

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

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
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
School session times and term dates	Details of school session and dates of school terms and holidays
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
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

7. Feedback and Complaints

- a.** 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 **Head teacher, John Ruskin Primary School.**

- b. 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