

## **FREEDOM OF INFORMATION POLICY**

**This is Reigate School's Publication Scheme on information available under the Freedom of Information Act 2000.**

*The governing body is responsible for maintenance of this scheme.*

### **1. Introduction: what a publication scheme is and why it has been developed**

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.

To do this, we must produce 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 ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. This is split into categories of information known as "classes". These are contained in Section 5 of this scheme.

All information in our publication scheme is either available for you on our website to download and print off, or available in paper form.

We endeavour to make as much information as possible available online. The classes, in Section 5 below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

Some information which we hold may not be made public, for example, personal information.

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

## **2. Aims and Objectives**

The school aims to help every student to reach his or her academic, personal and social potential and this publication scheme is a means of showing how we are pursuing these aims.

## **3. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. The relevant contact details are set out below:

**Address:** Reigate School, Pendleton Road, Reigate, Surrey RH2 7NT

**Telephone:** 01737 243166

**Fax:** 01737 226069

**Email:** [info@reigate-school.surrey.sch.uk](mailto:info@reigate-school.surrey.sch.uk)

Alternatively, you can visit our website at [www.reigate-school.surrey.sch.uk](http://www.reigate-school.surrey.sch.uk).

To help us process your request quickly, please clearly mark any correspondence with the following: “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please).

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

## **4. Paying for information**

The school does not charge for information which is accessed on our website, 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.

We may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs will be given on request.

Single copies of information covered by this publication are provided free unless stated otherwise. 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. Where there is a charge for the provision of information requested, this will be indicated by an asterisk (\*) sign in the Cost column in the table below in Section 5.

**5. Classes of Information Currently Published**

<u><i>Information to be published</i></u>	<u><i>How the information can be obtained</i></u>	<u><i>Cost</i></u>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>	<p>(hard copy available on request and/or from the School website)</p>	
<ul style="list-style-type: none"> <li>• <b>Instrument of Government</b></li> </ul> <p>The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.</p>	<p><b>ON REQUEST</b></p>	
<ul style="list-style-type: none"> <li>• <b>School prospectus</b></li> </ul> <p>The statutory contents of the school prospectus, as follows:</p> <ul style="list-style-type: none"> <li>- information about the implementation of the governing body's policy on pupils with special educational needs and disability, including facilities to improve access and the accessibility plan (SEND).</li> </ul> <p>Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p>	<p><b>WEBSITE</b></p>	
<ul style="list-style-type: none"> <li>• <b>Governing Body</b></li> </ul> <p>The names, and contact details of the governors should be available and the basis on which they have been appointed.</p>	<p><b>WEBSITE</b></p>	
<ul style="list-style-type: none"> <li>• <b>School session times and term dates</b></li> </ul> <p>Details of school session times and dates of school terms and holidays.</p>	<p><b>WEBSITE</b></p>	
<ul style="list-style-type: none"> <li>• <b>Location and contact information</b></li> </ul> <p>The address, telephone number and website for the school together with the names of key personnel.</p>	<p><b>WEBSITE</b></p>	

<u><b>Information to be published</b></u>	<u><b>How the information can be obtained</b></u>	<u><b>Cost</b></u>
<p><b>Class 2 - What we spend and how we spend it</b>            Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.            Current and previous two financial years as a minimum.</p>	<p>(hard copy available on request and/or from the School website)</p>	
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b>             Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</li> <li>• <b>Capital funding</b>             Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</li> <li>• <b>Additional Funding</b>             Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)</li> <li>• <b>Procurement and contracts</b>             Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</li> <li>• <b>Pay policy</b>             The statement of the school's policy and procedures regarding teachers' pay.</li> <li>• <b>Staffing and grading structure</b></li> <li>• <b>Governors' allowances</b>             Details of allowances and expenses that can be claimed or incurred.</li> </ul>	<p style="text-align: center;"><b>ON REQUEST</b>            (Consistent Financial Reporting is a public document available from the Department for Education website)</p> <p style="text-align: center;"><b>ON REQUEST</b> (from the School Bursar at <a href="mailto:bursar@reigate-school.surrey.sch.uk">bursar@reigate-school.surrey.sch.uk</a>)</p> <p style="text-align: center;"><b>ON REQUEST</b> (from the School Bursar at <a href="mailto:bursar@reigate-school.surrey.sch.uk">bursar@reigate-school.surrey.sch.uk</a>)</p> <p style="text-align: center;"><b>ON REQUEST</b> (from the School Bursar at <a href="mailto:bursar@reigate-school.surrey.sch.uk">bursar@reigate-school.surrey.sch.uk</a>)</p> <p style="text-align: center;"><b>WEBSITE</b></p> <p style="text-align: center;"><b>ON REQUEST</b></p> <p style="text-align: center;"><b>WEBSITE</b></p>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>
<p><b>Class 3 - What our priorities are and how we are doing</b>            Strategies and plans, performance indicators,</p>	<p>(hard copy available on request and/or from the School website)</p>	

<u><b>Information to be published</b></u>	<u><b>How the information can be obtained</b></u>	<u><b>Cost</b></u>
audits, inspections and reviews. Current information as a minimum.		
<ul style="list-style-type: none"> <li>• <b>School profile</b> <ul style="list-style-type: none"> <li>- Government-supplied performance data</li> <li>- Summary of latest Ofsted report*</li> <li>- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community</li> </ul>                     (* the full Ofsted report should also be available.)                 </li> <li>• <b>Performance management information</b> Performance management policy and procedures adopted by the governing body.</li> <li>• <b>Schools future plans</b> Any major proposals for the future of the school involving, for example, consultation or a change in school status.</li> <li>• <b>Safeguarding</b> The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</li> </ul>	<p style="text-align: center;"><b>WEBSITE(The Ofsted Data Dashboard is a public document available from the gov.uk website)</b></p> <p style="text-align: center;"><b>ON REQUEST</b></p> <p style="text-align: center;"><b>WEBSITE (&amp; COMMUNICATED DIRECTLY TO PARENTS)</b></p> <p style="text-align: center;"><b>WEBSITE</b></p>	*
<b>Class 4 - How we make decisions</b> Decision-making processes and records of decisions.	(hard copy available on request and/or from the School website)	
<ul style="list-style-type: none"> <li>• <b>Admissions policy / decisions</b> The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.</li> </ul>	<b>WEBSITE</b>	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<ul style="list-style-type: none"> <li>• <b>Minutes of meetings of the Governing body and its sub-committees</b></li> </ul> <p>Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting</p>	<p><b>ON REQUEST</b></p>	<p><b>*</b></p>
<p><b>Class 5 - Our policies and procedures</b>            Current written protocols, policies and procedures for delivering our services and responsibilities.            Current information only.</p>	<p><b>(hard copy available on request and/or from the School website)</b></p>	
<ul style="list-style-type: none"> <li>• <b>School policies and procedures</b></li> </ul> <p>This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints policy, pay policy, staff conduct, discipline and grievance procedures, staff development plan. It will also include policies and procedures for handling information requests.</p> <ul style="list-style-type: none"> <li>• <b>Pupil and Curriculum policies</b></li> </ul> <p>This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, careers education (Key Stage 4 pupils) and positive behaviour and pupil discipline.</p> <ul style="list-style-type: none"> <li>• <b>Records management and personal data procedures</b></li> </ul> <p>This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p> <ul style="list-style-type: none"> <li>• <b>Equality and diversity</b></li> </ul> <p>This will also include policies, schemes, statements, procedures and guidelines relating to</p>	<p><b>SCHOOL POLICIES ARE AVAILABLE ON THE SCHOOL WEBSITE. HARD COPIES OF PROCEDURES &amp; PLANS ARE AVAILABLE ON REQUEST.</b></p> <p style="text-align: center;"><b>WEBSITE</b></p> <p style="text-align: center;"><b>ON REQUEST</b></p> <p style="text-align: center;"><b>WEBSITE</b></p>	<p><b>*</b></p> <p style="text-align: center;"><b>*</b></p>

<u><b>Information to be published</b></u>	<u><b>How the information can be obtained</b></u>	<u><b>Cost</b></u>
<p>equal opportunities.</p> <ul style="list-style-type: none"> <li><b>Policies and procedures for the recruitment of staff</b></li> </ul> <p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> <ul style="list-style-type: none"> <li><b>Charging regimes and policies</b></li> </ul> <p>Details of any statutory charging regimes should be provided. 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.</p>	<p><b>WEBSITE</b></p> <p><b>WEBSITE</b></p>	
<p><b>Class 6 - Lists and registers</b> Currently maintained list and registers only.</p>	<b>(hard copy available on request and/or from the School website)</b>	
<ul style="list-style-type: none"> <li><b>Curriculum circulars and statutory instruments</b></li> </ul> <p>Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.</p> <ul style="list-style-type: none"> <li><b>Disclosure logs</b></li> </ul> <p>If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.</p> <ul style="list-style-type: none"> <li><b>Asset register</b></li> </ul> <p>We would expect some information from capital asset registers to be available, if such registers are held.</p> <ul style="list-style-type: none"> <li><b>Any information the school is currently legally required to hold in publicly available registers.</b></li> </ul>	<p><b>ON REQUEST</b></p> <p><b>ON REQUEST</b></p> <p><b>ON REQUEST</b></p>	<p><b>*</b></p> <p><b>*</b></p> <p><b>*</b></p>
<p><b>The services we offer</b> Information about the services the school</p>	<b>WEBSITE (&amp;</b>	

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
provides including leaflets, guidance and newsletters. Current information only.	<b>COMMUNICATED DIRECTLY TO PARENTS)</b>	
Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: <ul style="list-style-type: none"> <li>• <b>Extra-curricular activities</b></li> <li>• <b>Out of school clubs</b></li> <li>• <b>School publications</b></li> <li>• <b>Services for which the school is entitled to recover a fee, together with those fees</b></li> <li>• <b>Leaflets, booklets and newsletters.</b></li> </ul>	<b>WEBSITE (&amp; COMMUNICATED DIRECTLY TO PARENTS)</b>	

Our website is at: [www.reigate-school.surrey.sch.uk](http://www.reigate-school.surrey.sch.uk).

## 6. 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 Wendy Hill, the School Bursar ([bursar@reigate-school.surrey.sch.uk](mailto:bursar@reigate-school.surrey.sch.uk)).

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: 0303 123 1113**

**E Mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)**

**Website: [www.ico.org.uk](http://www.ico.org.uk)**