



Loughton School

Freedom of Information Statement

1. Aims

The school recognises that it is subject to the Freedom of Information Act 2000 (referred to as FOIA in the rest of this document) and other legislation and guidance relating to the provision of, and access to, information held by public authorities. It recognises that the key aim of the FOIA is to provide legal rights for the public and place legal duties on public authorities, including schools, in order to transform the culture of public authorities from one of secrecy to one of openness. The aim of this statement is to set out how Loughton School complies with the requirements of the Freedom of Information Act.

2. Legislation and guidance

The FOIA places two main responsibilities on the school:

- to make non-personal recorded school information available to the general public by creating and maintaining a publication scheme.
- to respond to individual requests for non-personal recorded information held by the school that is not in the publication scheme.

The Act requires schools to make the information they hold (other than personal information) available to the general public, either routinely through a publication scheme or ad hoc in response to a request. There are few exemptions to supplying information when requested and the majority of the exemptions have to take the public interest into account.

3. What a publication scheme is and why it has been developed

One of the aims of the FOIA 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 scheme covers information already published and information which is to be published in the future. Most information in our publication scheme is available on the school website and the remainder is available in paper form.

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. Loughton School will be guided by the ICO's definition document for the governing bodies of maintained and other state funded schools in England.

4. Categories of information published

The publication scheme guides members of the public 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'.

The classes of information that we are required to make available are organised into six broad topic areas:

- Who we are and what we do (organisational information, structures, location and contacts)
- What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit).

- What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)
- How we make decisions (decision-making processes and records of decisions)
- Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)
- Lists and registers (any information the school is legally required to hold in publicly available registers)
- The services we offer (information about the services the school provides, including out of school clubs and activities, guidance and newsletters).

The information and documents available in each of the classes is set out in Annex 1 'Information Available in the Publication Scheme'

5. 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 or letter. Contact details are set out below.

Email: head@loughton.school
Tel: 01908 665971
Contact Address: Bradwell Road, Loughton, Milton Keynes, MK5 8DN

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

If the information you're looking for isn't available via the scheme **[and isn't on our website]**, you can still contact the school to ask if we have it. The school will respond to written and emailed requests for non-personal recorded information that is not in the publication scheme, subject to the specific exemptions in the Act. The information will be supplied to you within 20 working days from receipt of the request and any fee (if applicable). You can inspect the information at school, or have a copy of the information (or a summary of the information if applicable) sent by post or by email.

6. Paying for information

Single paper copies of information covered by the publication scheme are provided free unless stated otherwise in section 6. 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 we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box. It will be possible to e-mail the document or view the document at school free of charge. You have three months to pay a fee or charge before the school considers your request for information to have expired.

7. 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 the Headteacher.

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:

Enquiry/Information Line: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>

LiveChat: <https://ico.org.uk/make-a-complaint/>

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

ANNEX A INFORMATION AVAILABLE IN THE PUBLICATION SCHEME

ANNEX A

Information Available in the Publication Scheme

Who we are and what we do

	Description	
Articles of Association	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 anybody entitled to appoint any category of governor The date the articles takes effect Organisation of the governing body and its committees	£2.00
Outline of Curriculum	Teaching and Learning and Curriculum Overview <i>(available on school's website)</i>	
The governing body	Names of the members of the governing body, the basis of their appointment and how to contact them <i>(available on school's website)</i>	£2.00
School session times and term dates	Details of school session and dates of school terms and holidays <i>(available on school's website)</i>	
Location and contact information	The address, telephone number, email address and website for the school together with the names of key personnel <i>(available on school's website)</i>	

What we spend and how we spend it

	Description	
Annual budget plan and financial statements	Approved annual budget Annual Financial Statements <i>(available on school's website)</i>	£2.00
Financial Audit Reports	Annual External Auditor Reports <i>(available on school's website)</i>	£2.00
Capital and other funding	Annual Letter of Funding <i>(available on school's website)</i>	£2.00
Procurement and contracts	Financial Procedures	£2.00
Pay policy	Staff Pay Policy	£2.00
Staff allowances and expenses	Financial Procedures	£2.00
Staff structure and pay	List of staff and roles <i>(available on school's website)</i> <i>(Details of higher paid staff included in annual financial statements)</i>	
Governors	Governors' Expenses Policy	

Allowances	<i>(Details of governors'/trustees' allowances paid included in annual financial statements)</i>	£2.00
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What our priorities are and how we are doing

	Description	
School Strategy	Loughton School strategy and vision <i>(Available on school's website)</i>	
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report <i>(Available on school's website)</i>	£4.00
Performance data supplied to government	Key Stage 2 SATS results <i>(Available on school's website)</i>	
Future Plans	<i>No current requirement for this information (Available on school's website if/when relevant)</i>	
Safeguarding and Child Protection	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(Available on school's website)</i>	£2.80

How we make decisions

	Description	
Admissions policy / decisions	Admission Criteria School Admission Appeal Procedure <i>(Available on school's website)</i>	
Minutes of meetings of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees (excluding confidential minutes)	£2.00

Our policies and procedures

Class	Description
School policies and other documents relating to pupils, the curriculum and the school environment	Accessibility Plan Asthma Statement Attendance Policy Admissions Appeals Guidance for Parents Anti-bullying Assessment Policy Behaviour Policy Collective Worship Policy Complaints Procedure Creative Arts Policy Curriculum Policy

	Drugs Policy Epilepsy Statement Off-site Visits and Outside Learning Health and Safety Policy Statement Inclusion Policy (including More Able Policy) Looked After Children Policy Loughton School Philosophy Managing Medicines in School Policy Off-site Visits and Outside Learning Parent Code of Conduct Policy Pupil Premium Statement Safeguarding Policy Sex and Relationships Education Curriculum Sex and Relationships Education Policy SMSC Policy Teaching and Learning Policy Visits and Journeys Policy Web, Phone and Photographic Policy Whole School Food Policy <i>(Most available on school's website)</i>	£2.00 per policy
Records management and personal data policies	Freedom of Information Statement Data Protection Policy <i>(available on school's website)</i>	£2.00
Equality and diversity	Disability Equality Scheme Equalities Policy <i>(available on school's website)</i>	£2.00
Policies and procedures for the recruitment and management of staff	Bereavement Policy Current vacancies and procedures for applications <i>(available on school's website)</i> DBS Policy Flexible Working Policy Leave of Absence Policy Performance Management Procedures Staff Conduct, Discipline and Grievance	
Charging regimes and policies	Charging & Lettings Policy <i>(available on school's website)</i>	

Lists and Registers

	Description
Curriculum circulars and statutory instruments	<i>Not held by the school – refer to DfE website for current school curriculum</i>
Disclosure log	<i>The school does not maintain a disclosure log due to the small number of FOI requests it receives</i>
Asset Register	List of Fixed Assets

Any information the school is currently legally required to hold in publicly available registers	Pecuniary Interests of Governors <i>(available on school's website)</i>
Other lists	School Energy and Weather Monitor - Real-time energy watch portal <i>(available on school's website)</i>

The services we offer

	Description
Additional services for pupils	Information about Hot School Dinners <i>(available on school website)</i> Information about Music Instrument Tuition <i>(available on school website)</i> Information about Wrap-Around Care <i>(available on school website)</i> Information about extra-curricular clubs <i>(available on school website)</i>
Additional services for community	Information about Hiring School Hall and other facilities <i>(available on school website)</i> Charging and Lettings Policy <i>(available on school website)</i>
Services for which we charge a fee	Charging and Lettings Policy <i>(available on school website)</i>