

Auriol Junior School

Freedom of Information

This is Auriol Junior 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 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 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

3. 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'. These are contained in section 6 of this scheme.

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

Governors' Documents – information and in other 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.

4. 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. Contact details are set out below.

Email: info@auriol.surrey.sch.uk

Tel: 02083634721

Contact Address: Auriol Junior School, Vale Road, Stoneleigh, Epsom KT190PJ

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, you can still contact the school to ask if we have it.

5. Paying for information

Single copies of information covered by this publication are charged at £0.50p. 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 this will be indicated by a £ sign in the description box, up to a maximum of £50.00

Information relating to the governing body– this section sets out information published in the Governors’ Information

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 anybody 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 of meeting of the governing body and its committees	Agreed minutes of meetings of the full governing body (Part One) [<i>current and last full academic school year</i>]

6. Please visit our website for School Policies and other information related to the school

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 Chair of Governors, Auriol Juniors School, Vale Road, Stoneleigh, Epsom KT19 0PJ

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.

8. Checklist for actions for receipt of request of information

- Decide whether the request is under DPA, EIR or FOi
- Decide whether the school holds the information of whether the request should be transferred to another body if the information is held by them
- Provide the information if it has already been made public
- Inform the enquirer if the information is not held
- Consider whether the third parties interest may be affected by the disclosure and if so, consult them

- Consider whether any exemptions apply and whether they are absolute or qualified
- Carry out a Public Interest Test to decide if any qualified exemption outweighs the public interest in disclosing the information
- Decide whether the estimated cost of compiling the request will exceed the appropriate limit (around £500)
- 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
- Consider whether the request is vexatious or repeated.

They can be contacted at: ***Information Commissioner, 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

Date approved by staff:	Spring Term 2 2018
Date approved by the governing body:	Spring Term 2 2018
Date to be reviewed:	Spring Term 2 2019
Responsibility:	Full Governing Body