



Working and learning together for success

Sarisbury CE Junior School Freedom of Information Policy & Publication Scheme

Sarisbury CE Junior School's supports the Freedom of Information Act 2000 (FOI2000) and its objectives of openness and accountability. The purpose of this policy and publication scheme are to ensure that the school is meeting the requirements of the Freedom of Information Act.

The Freedom of Information Act – a summary

The Freedom of Information Act 2000 gives the public a statutory right to access the majority of records held by public authorities. In doing so it aims to make authorities more accountable and bring about a change in the provision of information to the public from need to know to right to know.

Policy Statement

One of the aims of the Freedom of Information Act 2000 (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.

The Governing Body is responsible for the maintenance of this scheme, but the day to day responsibility for the operation of the scheme is delegated to the Head Teacher.

Aims and Objectives of the School

At Sarisbury, we seek to provide the best possible education for every child within a warm and caring ethos; a community, built on Christian values, where individuals are respected, encouraged and given the opportunity to be the best that they can be.

We aim to: -

- *Offer a stimulating, creative and challenging curriculum that promotes the development of the 'whole child' – so that they have a firm foundation for lifelong learning and a preparation for their future lives.*
- *Provide a happy, secure and rich learning environment based on high expectations, mutual respect and co-operation.*
- *Create conscientious, independent learners who are confident in their own beliefs, able to face new challenges and respectful of the views of others.*
- *Strive for the highest standards of academic achievement and behaviour.*

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 the *Guide to Information Available* section of this scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

- **School Prospectus** - information published in the school prospectus.
- **Governors' Documents** - information published in governing body documents.
- **Pupils and 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.

How to Request Information

If you require a hard copy of any of the documents within the scheme, please contact the school by attending the school office in person, by telephone, e-mail or letter. Contact details are set out below:

Sarisbury CE Junior School
Allotment Road
Sarisbury Green
Southampton
SO31 7AP

Tel: 01489 573000

E-mail: adminoffice@sarisbury-jun.hants.sch.uk

To help us process your request quickly, please clearly mark any correspondence "FOIA REQUEST".

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

Paying For Information

Information published on our website or available electronically is free, although you may incur costs from your internet service provider in downloading it. If you do not have internet access, you can access our website at a local library or an internet cafe.

Single copies of information covered by this publication scheme are provided free unless stated otherwise in the next section. 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 in the cost column of the *Guide to Information Available* of this scheme.

Classes of Information Currently Published

The publication scheme that accompanies this policy contains details of the information available from Sarisbury CE Junior School and how it can be accessed.