



WARBLINGTON
SCHOOL

FREEDOM OF INFORMATION

Current document may be accessed under the policies tab at:
www.warblington.hants.sch.uk

Document Control

Baseline Document	Comments/ Scheduled Review Date	Action/ Reviewed by	Approved by the Governors
	Summer 2014	Reviewed by: Mrs Julia Vincent	Staffing & Professional Development Committee
	Summer 2017	Reviewed by: Mrs Julia Vincent	Staffing & Professional Development Committee
	Summer 2020		

Document Owner: The Governing Body, Curriculum & Achievement Committee

Leadership Team member responsible: Mrs Julia Vincent, Headteacher



Warblington School is a UNICEF Rights Respecting School. By reflecting on the United Nations Convention on the rights of the child and placing it at the heart of everything we do, we believe that our community is working together to enable our students to take an active role in developing their place in society both now and as adults of the future (Articles 28 & 29). We have based our Freedom of Information Policy around these rights and to reflect on the rights of our students within our policy.

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.

Aims and Objectives

To comply with the Freedom of Information Act.

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 four broad topic areas:

School Information – information published in the school information booklet.

Governors' Documents – information published in the School Profile 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.

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.

Warblington School
Southleigh Road
Havant
PO9 2RR
Telephone : 023 92 475480
www.warblington.hants.sch.uk

Paying for information

Information which is available on the school's website is available at no cost apart from your usual internet access charges.

Information which is either requested or is only available in hardcopy will be charged for in accordance with the following schedule of charges. An exact cost of reproduction can be obtained prior to printing on application to the school office.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	CHARGE CODE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white) Photocopying/printing @ 20p per sheet (colour)	Actual cost *	
	Postage	Actual cost of Royal Mail standard 2 nd class	
Statutory Fee	If appropriate	In accordance with the relevant legislation	

* the actual cost incurred by the public authority

Classes of Information Currently Published

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	
Who's who in the school	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Who's who on the governing body and the basis of their appointment	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Instrument of Government	Hard Copy : Contact school office
Contact details for the Head teacher and for the governing body	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office

School prospectus	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
School Profile (replaced Annual Report)	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Staffing structure	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
School session times and term dates	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Class 2 – What we spend and how we spend it	
Annual budget plan and financial statements	Hantsweb: http://www3.hants.gov.uk/education/schools.htm
Capital funding	Hantsweb: http://www3.hants.gov.uk/education/schools.htm
Additional funding	Hantsweb: http://www3.hants.gov.uk/education/schools.htm
Procurement and contracts	Hard Copy: contact School Office
Pay policy	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Staffing and grading structure	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Governors' allowances	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Class 3 – What our priorities are and how we are doing	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Performance management policy and procedures adopted by the governing body.	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
School's future plans	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Safeguarding policies and procedures for safeguarding children	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office

Class 4 – How we make decisions	
Admissions policy/decisions (not individual admission decisions)	Prospectus Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Agendas of meetings of the Governing Body and its committees	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meetings.	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office

Class 5 – Our policies and procedures	
School policies including: <ul style="list-style-type: none"> • Charging policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality (Single Equality Scheme – in process) 	Website : www.warblington.hants.sch.uk Hard Copy : Contact school office

<ul style="list-style-type: none"> • Collective worship • Careers education • Pupil discipline 	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	The school follows County guidelines. Hard Copy : Contact school office
Charging regimes and policies. This should include details of any statutory charging regimes. 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.	Hard Copy : Contact school office
Class 6 – Lists and Registers Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	DoE website
Disclosure logs	Hard Copy : Contact school office
Asset register	Hard Copy : Contact school office
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy : Contact school office
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	
Extra-curricular activities	Website : www.warblington.hants.sch.uk Hard Copies : Contact school office
Out of school clubs	Website : www.warblington.hants.sch.uk Hard Copies : Contact school office

School publications	Website : www.warblington.hants.sch.uk Hard Copies : Contact school office
Services for which the school is entitled to recover a fee, together with those fees	Contact School Office
Leaflets, books and newsletters	Prospectus Website : www.warblington.hants.sch.uk www.warblington.hants.sch.uk Hard Copy : Contact school office

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 Mrs Julia Vincent, 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:

***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