Freedom of Information

Freedom of Information Policy

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

Below is the guide to information available from Sheen Mount Primary School under the model publication scheme prepared and approved by the Information Commissioner's Office (ICO).

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.

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Information to be published.	How the information can be obtained
This includes datasets where applicable – please see "How to complete the Guide to Information".	
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	School website - section "About Us" : http://www.sheenmount.richmond.sch.uk/page/?title=About+Us&pid=8
Who's who in the school	School website – Staff page http://www.sheenmount.richmond.sch.uk/page/?title=Staff+Team&pid=17
Who's who on the governing body / board of governors and the basis of their appointment	School Website –Governing Board Section http://www.sheenmount.richmond.sch.uk/page/?title=Meet+Us&pid=53
Instrument of Government / Articles of Association	School Website – Governing Board Section – Statutory Information: http://www.sheenmount.richmond.sch.uk/page/?title=Statutory+Information&pid=52
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Headteacher: in the footer of every web page of the school website.

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	Governing body: Governing Board section of the School Website, "Meet Us" page: http://www.sheenmount.richmond.sch.uk/page/?title=Meet+Us&pid=53
School prospectus (if any)	http://www.sheenmount.richmond.sch.uk/_site/data/files/prospectus/64919E1D6F243F13F789D511E338476D.pdf
Annual Report (if any)	N/A
Staffing structure	https://www.sheenmount.richmond.sch.uk/page/?title=Staff+Team&pid=17
School session times and term dates	School Website – Parents section – Term dates page: http://www.sheenmount.richmond.sch.uk/page/?title=Term+Dates&pid=29
Address of school and contact details, including email address.	School website – footer of all pages
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	School website – About Us section – Financial Information page: http://www.sheenmount.richmond.sch.uk/page/?title=Financial+Information&pid=27

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Annual budget plan and financial statements	School Website – Governing Board Section – Statutory Information: http://www.sheenmount.richmond.sch.uk/page/?title=Statutory+Information&pid=52
Capital funding	School website – About Us section – Financial Information page: http://www.sheenmount.richmond.sch.uk/page/?title=Financial+Information&pid=27
Financial audit reports	Not currently available
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available on request from the school office
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Available on request from the school office
Pay policy	Available on request from the school office
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Available on request from the school office

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Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Available on request from the school office
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governor expense policy and payment history available on request
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website) School development plan available on request from the school office, Academic results available on the website: http://www.sheenmount.richmond.sch.uk/page/?title=Academic+Results&pid=41 OFSTED report: http://www.sheenmount.richmond.sch.uk/page/?title=Ofsted&pid=23
School profile (if any) And in all cases: ● Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	School website "About US" and sub-sections http://www.sheenmount.richmond.sch.uk/page/?title=About+Us&pid=8 http://www.sheenmount.richmond.sch.uk/page/?title=Academic+Results&pid=41 OFSTED report:

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● The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report	http://www.sheenmount.richmond.sch.uk/page/?title=Ofsted&pid=23
● Post-inspection action plan	N/A
Performance management policy and procedures adopted by the governing body.	School Website – Governing Board Section – Statutory Information: http://www.sheenmount.richmond.sch.uk/page/?title=Statutory+Information&pid=52
Performance data or a direct link to it	https://www.compare-school-performance.service.gov.uk/school/102897/sheen-mount-primary-school/primary
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School development plan available on request
Safeguarding and child protection	School website policies section http://www.sheenmount.richmond.sch.uk/page/?title=Policies&pid=14
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website) School Website – Governing Board Section – Statutory Information:

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	http://www.sheenmount.richmond.sch.uk/page/?title=Statutory+Information&pid=52
Admissions policy/decisions (not individual admission decisions) – where applicable	http://www.sheenmount.richmond.sch.uk/page/?title=Admissions&pid=16
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	School Website – Governing Board Section – Statutory Information: http://www.sheenmount.richmond.sch.uk/page/?title=Statutory+Information&pid=52
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	(hard copy or website) School website policies section http://www.sheenmount.richmond.sch.uk/page/?title=Policies&pid=14
Records management and personal data policies, including: - Information security policies - Records retention, destruction and archive policies	School website policies section http://www.sheenmount.richmond.sch.uk/page/?title=Policies&pid=14

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● Data protection (including information sharing policies)	
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	School website policies section http://www.sheenmount.richmond.sch.uk/page/?title=Policies&pid=14
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection) School Website – Governing Board Section – Statutory Information: http://www.sheenmount.richmond.sch.uk/page/?title=Statutory+Information&pid=52 Else available on request – possibly by inspection only.
Curriculum circulars and statutory instruments	School website curriculum section: http://www.sheenmount.richmond.sch.uk/page/?title=Curriculum&pid=66
Disclosure logs	Available on request from the school office
Asset register	Some elements available on request from the school office

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Any information the school is currently legally required to hold in publicly available registers	Available on request from the 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) Current information only	(hard copy or website; some information may only be available by inspection) Newsletters available on the School Website: http://www.sheenmount.richmond.sch.uk/page/?title=Newsletters&pid=13
Extra-curricular activities	http://www.sheenmount.richmond.sch.uk/page/?title=Clubs&pid=31
Out of school clubs	http://www.sheenmount.richmond.sch.uk/page/?title=Clubs&pid=31
Services for which the school is entitled to recover a fee, together with those fees	See charges and remissions policy, http://www.sheenmount.richmond.sch.uk/page/?title=Policies&pid=14
School publications, leaflets, books and newsletters	Please consult the school website: http://www.sheenmount.richmond.sch.uk
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	See website (e.g. pupil premium report, SEN report, sports premium report). Other information may be available from the school office on request.

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REQUESTING INFORMATION

The school aims to put as much information as possible online so, if you are looking for information, in the first instance please consult the school website: https://www.sheenmount.richmond.sch.uk/

If you require a paper version of any of the documents within the scheme, please contact the school by email, telephone, or letter.

If the information you are looking for is not available via the scheme and is not on our website, please contact the school office to assess whether it is available.

Contact details:
Email: info@sheenmount.richmond.sch.uk
Tel: 020 8876 8394
Address: Sheen Mount Primary School, West Temple Sheen, London SW14 7RT

SCHEDULE OF CHARGES

Information published on our website is free, although you may incur costs from your Internet service provider (ISP). If you do not have Internet access, you can access our website using a local library or an Internet café.

If you require a paper copy of the information on our website, we will provide this at a cost of £0.05 per sheet for black and white copies. Colour copying costs are considerably more expensive so please contact the office for a specific price. The cost of copying is based on the cost per sheet and machine rental prices from our provider plus the cost of paper. The cost of any postage will be recharged at cost.

The Act recognises that freedom of information requests are not the only demand on the resources of a public authority. They should not be allowed to cause a drain the school's time, energy and finances to the extent that they negatively affect normal public functions.

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Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is £450, the school reserves the right to refuse a request if we estimate that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

When estimating the cost of compliance, we take into account the cost of the following activities:
- determining whether you hold the information;
- finding the requested information, or records containing the information;
- retrieving the information or records; and
- extracting the requested information from records.

We rate staff time at £25 per person per hour, regardless of who does the work, including external contractors. This means a limit of 18 staff hours.

If Section 12 (cost limit) of the Act could applies, we will confirm this in writing. In addition, we will say whether we hold the information and give the requester the option to either.
- Refine (change or narrow) their request. by explaining why, the limit would be exceeded and what information, if any, may be available within the limits.
- Choose to meet the cost of compliance (the costs allowed in calculating whether the appropriate limit is exceeded); plus the communication costs and £25 an hour for staff time taken for printing, copying or sending the information.

COMPLAINTS:

If you are not satisfied with the assistance that you get, please raise this with us in the first instance.

To make a complaint, please contact our independent data protection officer David Coy (Grow Education Partners), david.coy@london.anglican.org, 020 3837 5145

Alternatively, you can refer a complaint to the Information Commissioner's Office:
- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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Status
● Reviewed by: Resources Committee
● Last review: Autumn 2024
● Next Review: Spring 2026