

John Willmott School - Freedom of Information Act Policy

John Willmott School 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.

2. Aims and Objectives

At John Willmott School we:

- Aim to provide an environment where everyone can succeed and students take pride in learning.
- Are committed to excellence and provide a pathway to success by adding value to every student.

and this publication scheme is a means of showing how we are pursuing these aims.

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 four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *The School Profile and other information relating to the governing body* – 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.

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: enquiry@jws.bham.sch.uk

Tel: 0121 378 1946

Fax: 0121 311 1437

Contact Address: **John Willmott School, Reddicap Heath Road, Sutton Coldfield, West Midlands, B75 7DY**

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 website or other publically available sources, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication 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 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.

6. Classes of Information Currently Published

School Prospectus – **this section sets out information published in the school prospectus.**

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion, or items may be located in other areas and available on request):</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the head teacher and chair of governors• information on the school policy on admissions• a statement of the school's ethos and values• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils• information about the school's policy on providing for pupils with special educational needs• number of pupils on roll and rates of pupils’ authorised and unauthorised absences• National Curriculum assessment results for appropriate Key Stages, with national summary figures• GCSE/GNVQ results in the school, locally and nationally• a summary of GCE A/AS level results in the school and nationally• the number of pupils studying for and percentage achieving other vocational qualifications• the destinations of school leavers¹• the arrangements for visits to the school by prospective parents• the number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this
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The School Profile and other information relating to the governing body– **this section sets out information published in the School Profile and in other governing body documents.**

Class	Description
School Profile	The contents of the school profile is as follows: <ul style="list-style-type: none"> • list information included in the school profile e.g. <ul style="list-style-type: none"> ○ performance data ○ summary of the Ofsted report ○ school's intentions for the future, etc.
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 any body 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 ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees for the current and last full academic school years

Pupils & Curriculum Policies - **This section gives access to information about policies that relate to pupils and the school curriculum.**

Class	Description
Home/School Agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex & Relationships Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality & Equal Opportunities Policies	Statement of policy for promoting race equality
Work Related Learning Policy	Statement of the programmes of careers education provided for Key Stage 4.

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Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. <i>(from June 2010)</i>
Behaviour & Discipline Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

School Policies and other information related to the school - **This section gives access to information about policies that relate to the school in general.**

Class	Description
Published Reports of Ofsted Referring Expressly to the School	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted Inspection Action Plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School Session Times and Term Dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to the health and safety at work of employees (and others) in the organisation and arrangements for carrying out the policy
Complaints Procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum Circulars and Statutory Instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the head teacher or governing body relating to the curriculum
Appendix I - Other documents	Appendix I provides a list of other documents that are held by the school and are available on request

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, John Willmott School, Reddicap Heath Road, Sutton Coldfield, West Midlands, B75 7DY

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

Or ;

Information Officer, Birmingham City Council (0121 464 4591)

Information Request Form - Freedom of Information Policy / Data Protection Policy

Please complete the following form below providing as much detail as possible to allow the School to identify and locate the information requested.

Completed forms should be return in a sealed envelope to the School marked **Information Request** and for the attention of the **Headteacher**.

Details of Applicant	
Title	
Forename	
Surname	
Address	
Postcode	
Daytime telephone	
Evening telephone	
Mobile telephone	
E-mail address	
If the application is being made on behalf of an organisation please provide details below:	
Name of Organisation	

Details of Request

To allow your request to be dealt with quickly and efficiently, please give as much detail as you can. You should try to give, where known, names of previous contacts, dates, file references, site location or description. If you are not sure about something it may be better to ask first and we will try to help you. However, if your request cannot be clarified even with our help, we may not be able to find the information that you really want.

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Fees and Charges

The School may charge a fee for providing you with the information you have requested. This is based on the number of photocopies made, administrative time and sundry costs. If it is necessary to make a charge we will notify you of the amount payable following the receipt of your application.

Data Protection

The personal information that you provide will be used to process and administer your request for information. It may be shared with educational agencies, the Borough, City and County Councils and externally with other agencies for this purpose. Personal information will be held in accordance with the requirements of the Data Protection Act 1998.

Freedom of Information Policy - Appendix III - Retention of documents

Retention schedule of documents as held under the name of John Willmott School