

MENGHAM JUNIOR SCHOOL



Freedom of Information Policy

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Ratified by Governors: Sept 2025

Review: every two years

Review Date: Sept 2027

MENGHAM JUNIOR SCHOOL

Freedom of Information. Guide to information available from Mengham Junior School under the model publication scheme.

INTRODUCTION

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:

- i. The classes of information which we publish or intend to publish;*
- ii. The manner in which the information will be published; and*
- iii. 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 either available for you on our website to download and print off or 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 school's management and governing body aims to respond to requests within 20 working days.

The headteacher has the day-to-day responsibility for implementing this policy. If there is any doubt about whether information should be released then the headteacher and chair of governors should be consulted who may need to seek advice from the Local Authority. If an exemption is to be applied then this and the reasons why should be made clear in the response to the enquirer.

THE LAW

Wilfully concealing, damaging or destroying information in order to avoid answering a query is a criminal offence. As legislation is often amended and regulations introduced, the references made in this guide may be to legislation that has been superseded. For an up-to-date list of legislation applying to schools, please refer to the GovernorNet website www.governornet.co.uk.

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 can be seen in appendix 1.

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

- iv. *School Prospectus* - information published in the school prospectus.
- v. *Governors' Documents* - information published in governing body documents.
- vi. *Pupils & Curriculum* - information about policies that relate to pupils and the school curriculum.
- vii. *School Policies* - information about policies that relate to the school in general.

HOW TO REQUEST INFORMATION

To be valid, any requests for information must be in writing (including fax and e-mail) and have the name and correspondence address of the enquirer and details of the information required. You can request a copy of the information you want from the contact detailed below, or visit our website at <https://menghamjunior.co.uk/>

If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it. You can contact the school by telephone, email or letter.

Email: via the 'Contact Us' page on the school website, or:

Email: adminoffice@mengham-jun.hants.sch.uk

Address: School Office,
Mengham Junior School,
Palmerston Road,
Havant,
Hayling Island
PO11 9ET

Tel: 023 9246 2162

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATIONS SCHEME REQUEST"** (in **bold CAPITALS**).

PAYING FOR INFORMATION

Single copies of information covered by this publication are free of charge. 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 any additional cost before fulfilling your request.

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.

Publication scheme for Mengham Junior School

School handbook - this section sets out information published in the school handbook.

Class	Description	Website	On Application
School Handbook	The name, address and telephone number of the school, and the type of school.	Yes	
	The names of the headteacher(s) and chair of governors.	Yes	
	Information about admissions.	Yes	
	A statement of the school's ethos and values.	Yes	
	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.	Yes	
	Information about the school's policy on providing for pupils with special educational needs.	Yes	
	Number of pupils on roll and rates of pupils' authorised and unauthorised absences.	Yes	
	National Curriculum assessment results for appropriate Key Stages, with national summary figures.	Yes	

Information relating to the governing body - this section sets out information published in Governing Body documents.

Class	Description	Website	On Application
Instrument of Government	The name of the school.	Yes	
	The category of the school.		
	The name of the governing body	Yes	
	The manner in which the governing body is constituted.	Yes	
	The name of any person entitled to appoint any category of governor.	Yes	
	Details of any trust.	Yes	
	If the school has a religious character, a description of the ethos of the school.	n/a	
Minutes of meeting of the Governing Body and its committees [1]	The date the instrument takes effect.	Yes	
	Minutes from governor's board and committee meetings		Yes

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

Class	Description	Website	On Application
Relationships and Sex Education Policy	Written 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.	yes	
Collective Worship	Statement of arrangements for the required daily act of collective worship.	yes	
Pupil Discipline	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.	yes	

School Policies - This section gives access to information about policies that relate to the school in general. All published policies are available on the school website.

Class	Description	Website	On Application
Reports of School Inspections	Report of an inspection of the school and the summary of the report.	yes	
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 of which charges are permitted, for example music tuition, trips.	yes	
Special Educational Needs	Information about the school's policy on providing for pupils with special educational needs.	yes	
Single Equality Scheme		yes	
Health and Safety Policy	Written statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.	yes	

Child Protection Policy	Statement of general principles on Child Protection arrangements (<i>from March 2004</i>).	yes	
Complaints Procedure	Statement of procedures for dealing with complaints.	yes	
Staff Performance management	Statement of procedures adopted by the governing body relating to staff appraisal.	no	yes
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.	no	yes
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		

Expenditure - (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.

Class	Description	Website	On Application
What we spend and how we spend it	Annual budget plan and financial statements	yes	
	Capital funding	yes	
	Financial audit reports		yes
	Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.		yes
	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).		yes
	Pay policy		yes

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.		yes
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.		yes
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		yes

Requests for any other information held by the school may incur a charge.

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 need to make a complaint then initially this should be addressed to:

**School Office
Mengham Junior School
Palmerston Road,
Havant
Hayling Island
PO11 9ET**

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 545 745 /08456 306060

Mon to Friday 9am to 5pm.

E-mail: Using the contact form held on the Information Commissioner's Office website

www.ico.gov.uk/Global/contact_us.aspx

[1] Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this.