

Freedom of Information (Publication Scheme)

**'Nurturing Individuality, Growing Together,
Embracing Community'**



'Do all things without grumbling or disputing'

Philippians 2:14

This policy has been written to underpin our core values of being
Responsible, Caring, Fearless and Secure, with particular reference to our Christian values.

'Nurturing Individuality, Growing Together, Embracing Community'

Roehampton Church Forest School (RCFS) is a proudly Christian school, where our Christian vision is underpinned by the verse, *'How good and pleasant it is when God's people live together in unity'*.

Psalm 133:1

RCFS is a community where everyone is welcomed and respected and where every person commits to our school values of being responsible, caring, fearless and secure. These values sit alongside our Christian values of Respect, Service, Courage, Generosity, Friendship, Compassion, Peace, Perseverance, Forgiveness, Thankfulness and Truthfulness, which permeate throughout the life of our school. Our Christian values encourage all to make the world a better place through love, knowledge and understanding.

The RCFS's Publication Scheme on information is available under the Freedom of Information Act 2000. It supports the Model Publication Scheme prepared and approved by the Information Commissioner's Office.

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;
- 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. Information in our publication scheme is either available for you on our website to download and print off or available in paper form upon request.

Some information that we hold may be exempt from release. The following is a list of categories which exemptions might apply to:

- Information accessible to the applicant by other means;
- Information which is intended for future publication (including draft publications and web content);
- Information which has been collected and held as part of investigations and proceedings conducted by the school;
- Information which, if released, would or would be likely to prejudice law enforcement activities;
- Information which, if disclosed, is likely to endanger someone's physical, or psychological, health or safety;
- Information which can be categorised as personal information about a living individual who can be identified;
- Information obtained from an individual or organisation which, if disclosed, would constitute a breach of confidence actionable under common law;

- Written communications between a qualified professional legal adviser and their client for the purpose of seeking or providing legal advice;
- Information which, if released, is likely to prejudice the commercial interests of the school or any other organisation.

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 7 of this scheme.

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

1. School Prospectus – information published in the school prospectus.
2. Governors' information
3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
4. School Policies and other information related to the school - information about policies that relate to the school in general.

Requesting information

The school will only accept a request for information which meets all of the following criteria:

- It is in writing;
- It states the name of the applicant and an address for correspondence;
- It describes the information requested and the purpose for the request.

A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means;
- It is receivable in legible form;
- It is capable of being used for subsequent reference.

Provided that the request complies with the above, the school will respond, no later than 20 days from receipt of the request.

Contact details are set out below, or you can visit our website at:

<https://www.roehampton.wandsworth.sch.uk/>

Email: info@roehampton.wandsworth.sch.uk

Tel: 020 8788 8650

Address: 245 Roehampton Lane, Roehampton, London, SW15 4AA

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** using capital letters please.

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

Appropriate limit

The school will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450.

When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the school will take account only of the costs we reasonably expect to incur in relation to:

- Determining whether it holds the information;
- Locating the information, or a document which may contain the information;
- Retrieving the information, or a document which may contain the information;
- Extracting the information from a document containing it;
- Costs related to the time spent by any person undertaking any of the activities outlined in section of this policy on behalf of the school, are to be estimated at a rate of £40 per person per hour.

Where multiple requests for information are made to the school within 60 consecutive working days of each other, either by a single person or by different persons who appear to be acting in concert, the estimated cost of complying with any of the requests is to be taken to be the total costs to the school of complying with all of them.

Paying for information

Material which is published and accessed on our website will be provided free of charge. Charges may be made for actual disbursements incurred such as:

- photocopying;
- postage and packaging;
- the costs directly incurred as a result of viewing information.

Where the cost of postage, printing or photocopying is below £10, we will not make any charge. Where it is over £10, the first £10 will be free of charge. After that, we will charge the full estimated cost of postage and copying. Before we produce the information, we will inform you of the cost and send it to you on receipt of payment.

If you decide to refine the request, so it reduces the cost of, say, copying we are happy to discuss that with you.

Payment will be requested prior to provision of the information.

How the charges have been arrived at:

Type of Charge	Description	Basis if charge
Disbursement cost	Photocopying/printing per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* The actual cost incurred by the public authority at the time of printing.

Classes of information currently published

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

Class	Description
School Information	<ul style="list-style-type: none">▪ The name, address and telephone number of the school and the type of school;▪ The names of the Principal and Chair of Governors;▪ Information on the school's policy on admissions;▪ A statement of the school's ethos and values;▪ Information about the school's policy on providing for students with special educational needs (SEN)▪ Information relating to the Governing Body

Class	Description
Information available from the school	<ul style="list-style-type: none">▪ Details of the governing body membership, including name and address of chair;▪ The term of office of each category of governor if less than 4 years;▪ The name of anybody entitled to appoint any category of governor;▪ Agreed minutes of meetings of the Governing Body and its committees. (Please note, some information in this class might be confidential or otherwise exempt from publication by law.)▪ A financial statement, including gifts made to the school and amounts paid to governors for expenses;▪ A description of the school's arrangements for security of students, staff and the premises;▪ Information about the implementation of the governing body's policy on students with special educational needs (SEN) and any changes to the policy during the last year;▪ A description of our Equality Policy;▪ The number of students on roll and rates of students' authorised and unauthorised absence.

School Policies

Class	Description
Statutory School Policies	All statutory school policies are published on our website together with additional information about our school. https://www.roehampton.wandsworth.sch.uk

These lists are by no means, exhaustive. If there is information that you require that is not mentioned, please submit a formal request and we will provide the information if at all possible.

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 Ms Gooljar-King - School Business Manager.

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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 0303 123 1113/01625 545745

Fax: 01625 524510

Website : www.ico.org.uk

Further information can be found at:

<https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf>

Status & Review Cycle: 3-year review cycle

Reviewed: October 2023

Next Review Date: October 2026