



Freedom of Information Policy

Guide to information available from Bromley Heath Junior School
under the ICO publication scheme

Signed (chair):	Name: D Whinham	Date:
Signed (Head):	Name: T Serle	Date:
Reviewed by L Hawkins		Revisions: Revised in accordance with SchoolsDPO advised amendments 10.05.2022
Ratified by: Full Governing Body on 19.05.2022		Next Review: May 2024

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices		Date	May 2022
EIA CARRIED OUT BY:	T Serle	EIA APPROVED BY:	T Serle

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		
Gender Reassignment (transsexual)		
Marriage and civil partnership		
Pregnancy and maternity		
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Gender (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment



We have adopted the model Freedom of Information publication scheme which was prepared and approved by the UK's Information Commissioner. This commits us to make information available as part of our normal school activities at minimum inconvenience and cost to the public.

Any charges for routinely published material will be justified, transparent and kept to a minimum. Information which is published and accessed on our website will be provided free of charge. If a parent requests a paper copy of information on our website, this will be provided free of charge.

This Guide sets out what information is covered by the Freedom of Information publication scheme and how it can be obtained. It also includes a schedule of any charges.

If you would like to make a request for information under the Freedom of Information Act, this needs to be in writing. Please contact:

Mrs Tracy Serle

Bromley Heath Junior School
Quakers Road
Downend
Bristol
BS16 6NJ

School@bhjs.org.uk

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

Bromley Heath Junior School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by us for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a 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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	School website Hard copy from school office
Contact details for the Head Teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School website
School prospectus	School website Hard copy from school office
Staffing structure	School website Hard copy from school office
School session times and term dates	School website Hard copy from school office
Statement of Values and ethos	School website
Disabilities Regulations 2014 about making the curriculum accessible to those with disabilities or special educational needs	School website
Who's who on the governing body and the basis of their appointment and their duties	School website
Instrument of Governance	School website
Details of the structure and responsibilities of the governing board and its committees <ul style="list-style-type: none"> ● Full names of the chair of the governing board and the chair of each committee ● Information about each governor including: 	School website

<ul style="list-style-type: none"> • full name, date of appointment, term of office, date they stepped down (where applicable) who appointed them (in accordance with the governing board's instrument of government) • relevant business and financial interests including: <ul style="list-style-type: none"> ■ governance roles in other educational institutions ■ any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives) • attendance record at governing board and committee meetings over the last academic year. 	
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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	
Annual budget plan and financial statements	Hard copy from school office
Capital funding	Hard copy from school office
Financial audit plans	Hard copy from school office
Procurement and projects	Hard copy from school office
Staff allowances and expenses that can be incurred or claimed	Hard copy from school office
Pay policy	Hard copy from school office
Schools benchmarking information https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=109028	
Governors' allowances	Hard copy from school office

Class 3 – What are our priorities and how are we doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	
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 - Post inspection action plan 	Hard copy from school office School website OFSTED website School website

Performance management policy and procedures adopted by the governing body.	School website Hard copy from school office
Performance data https://www.compare-school-performance.service.gov.uk/school/109028/bromley-heath-junior-school/primary	
Key stage 2 (end of primary school) results Schools must publish the following details from their most recent key stage 2 performance measures as published by the Secretary of State (for most schools, the performance measures published for the 2018 to 2019 academic year): <ul style="list-style-type: none"> ● progress scores in reading, writing and maths ● percentage of pupils who achieved at least the expected standard in reading, writing and maths ● percentage of pupils who achieved at a higher standard in reading, writing and maths ● average 'scaled scores' in reading and maths 	School Website
Pupil Premium Schools must publish a strategy for their use of the pupil premium. (The DfE has published templates to help schools present their pupil premium strategy statements.) Schools may wish to plan their pupil premium use over 3 years. They should aim to update the online strategy statement by the end of the autumn term each year to reflect their plans for the academic year after assessing the needs of pupils, both new and existing. For the current academic year, this must include: <ul style="list-style-type: none"> ● the school's pupil premium grant allocation amount ● a summary of the main barriers to educational achievement faced by eligible pupils at the school ● how the pupil premium will be spent to overcome those barriers and the reasons for that approach ● how the effect of the pupil premium will be measured ● the date of the next review of the school's pupil premium strategy For the previous academic year, this must include: <ul style="list-style-type: none"> ● how the pupil premium allocation was spent ● the effect of the expenditure on pupils. 	School Website

<p>(The DfE understands that evaluating the pupil premium's impact in the 2019 to 2020 academic year will present difficulties as a result of reduced numbers of pupils having attended between March and July 2020. Instead, it advises that schools may wish to monitor and report on the grant's impact at the end of the current financial year, bearing in mind their duty to update this information at least annually, covering the whole period since September 2019.)</p> <p>Coronavirus (COVID-19) catch-up premium</p> <p>If schools get the coronavirus (COVID-19) catch-up premium grant in academic year 2020 to 2021, they should publish details of:</p> <ul style="list-style-type: none"> ● how it is intended that the grant will be spent ● how the effect of this expenditure on the educational attainment of those pupils at the school will be assessed. 	
<p>PE and sport premium for primary schools</p> <p>If schools receive PE (physical education) and sport premium funding, they must publish:</p> <ul style="list-style-type: none"> ● the amount of premium received ● a full breakdown of how it has been spent ● the impact the school has seen on pupils' PE, physical activity, and sport participation and attainment ● how the improvements will be sustainable in the future. <p>They are also required to publish the percentage of pupils within the year 6 cohort who met the national curriculum requirement to:</p> <ul style="list-style-type: none"> ● swim competently, confidently, and proficiently over a distance of at least 25 metres ● use a range of strokes effectively ● perform safe self-rescue in different water-based situations. 	<p>School website</p>
<p>Special educational needs and disability (SEND) information</p> <p>Schools must publish an Information Report on their website about the implementation of their policy for pupils with SEN and should update it annually.</p> <p>It should be updated with any changes occurring during the year as soon as possible. The report must comply with section 69 of the Children and Families Act 2014, meaning that it must contain:</p>	<p>School website</p>

<ul style="list-style-type: none"> ● the ‘SEN Information’ specified in schedule 1 to the Special Educational Needs and Disability Regulations 2014. (Statutory guidance on this is contained in section 6.79 to 6.82 of the Special educational needs and disability code of practice: 0 to 25 years) ● information as to: <ul style="list-style-type: none"> ○ the arrangements for the admission of disabled pupils ○ the steps that have taken to prevent disabled pupils from being treated less favourably than other pupils ○ the facilities provided to help disabled pupils to access the school ○ the plan prepared under paragraph 3 of schedule 10 to the Equality Act 2010 (accessibility plan) for: <ul style="list-style-type: none"> ■ increasing the extent to which disabled pupils can participate in the school’s curriculum ■ improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school ■ improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled. 	
Schools Development Plan	Hard copy from school office

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	South Gloucestershire website
Minutes of meetings of the Governing Body – NB: This will exclude information that is properly regarded as private to the meetings.	Hard copy from school office

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
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School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and grievance policies • Data Protection Policy • Equality Information and Objectives • Accessibility Plan • Pay Policy • Child Protection Policy • Governors Allowances 	School website Hard copy from school office
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs Policy • Collective worship Policy • School Behaviour Policy • Medical Needs policy • Behaviour Principles written statement 	School website Hard copy from school office
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention destruction and archive policies • Data protection (including information sharing policies) 	School website Hard copy from school office

Class 6 – Lists and Registers Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	Hard copy from school office
Asset register	Hard copy from 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 from 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	
Extra-curricular activities	School Website

Out of school clubs	School Website
School publications	School Website
Leaflets books and newsletters	School Website

Charges will be made at the schools current rate for printing/copying from our supplier. An additional charge may be made for paper.

Postage will be charged at the actual cost with recorded delivery.