



The Alton School

Freedom of Information

Introduction

The Alton School is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

Freedom of Information Requests

Requests under the Freedom of Information Act must be in writing and should be sent to the school office either by email to admin@thealton.wandsworth.sch.uk or by post addressed to the Head teacher. The school has a responsibility to tell you whether we hold any information falling within the scope of your request and to provide that information

All requests for information under the act will be recorded and we will respond to requests within 20 working days. The school will seek to recover costs for photocopying, printing and postage. You will be sent a fees notice if there will be a cost to providing the information, which will be sent once the fees have been paid. The time limit for complying with the request excludes the time spent waiting for the fee to be paid.

The School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum

Publication Scheme

The Alton School's publication scheme adopts the model scheme for schools approved by the Information Commissioner in full. The governing body is responsible for maintenance of this scheme.

The Freedom of Information Act 2000 (FOIA) requires all schools to adopt and maintain a publication scheme setting out:

- the classes of information which we publish or intend to publish;
- the format in which the information will be made available
and
- whether the information is available free of charge or on payment.

All information in our publication scheme is available in paper form obtainable on request from the school office or on the school website. Some information, which we hold, may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on

demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

All information on the school website is available for you to download free of charge. If the information is not available on the website or you would prefer a paper copy there will be a small photocopying charge of 5p per sheet. Please see schedule of charges below.

Information Published.	How the information can be obtained
<p>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 Who's who on the governing body / board of governors and the basis of their appointment Contact details for the Head teacher and for the governing body, via the school Staffing structure Address of school and contact details, including email address. School session times and term dates Instrument of Government / Articles of Association</p>	<p>Available on the school website or a paper copy may be obtained from the from the school office for a small photocopying charge</p>
<p>School session times and term dates</p>	<p>Available FOC from the school office</p>
<p>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 Capital funding Financial audit reports</p>	<p>Available on the school website or a paper copy may be obtained from the from the school office for a small photocopying charge</p>
<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. Procurement and contracts the school has entered into, or information relating to / a link to information held by an</p>	<p>A paper copy may be obtained from the from the school office for a small photocopying</p>

<p>organisation which has done so on its behalf (for example, a local authority or diocese).</p> <p>Pay policy</p> <p>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.</p> <p>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</p> <p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>charge</p>
<p>Class 3 – What our priorities are and how we are doing</p>	
<p>School profile</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English Government • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan <p>Performance data</p> <p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p> <p>Safeguarding and child protection</p>	<p>Available on the school website or a paper copy may be obtained from the from the school office for a small photocopying charge</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>A paper copy may be obtained from the from the school office for a small photocopying charge</p>
<p>Class 4 – How we make decisions</p>	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Available on the school website or a paper copy may be obtained from the from the school</p>

	office for a small photocopying charge
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).	A paper copy may be obtained from the from the school office for a small photocopying charge
<p>Class 5 – Our policies and procedures</p> <p>Available on the school website under policies</p>	Available on the school website or a paper copy may be obtained from the from the school office for a small photocopying charge
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers</p>	Available on the school website or a paper copy may be obtained from the from the school office for a small photocopying charge. Some lists may only be available on inspection
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> <p>Extra-curricular activities</p> <p>Out of school clubs</p> <p>Services for which the school is entitled to recover a fee, together with those fees</p> <p>School publications, leaflets, books and newsletters</p>	Available on the school website or a paper copy may be obtained from the from the school office for a small charge

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5.p per sheet	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority