

## EVELINA HOSPITAL SCHOOL

### Freedom of Information Publication Scheme

The governing body is responsible for maintenance of this scheme.

#### **1. Introduction: Freedom of Information Act 2000**

The Freedom of Information Act 2000 (FOIA) gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on the School with regard to the provision of information.

Individuals already have the right of access to information about themselves under the General Data Protection Act 2018. The Freedom of Information Act extends this right to allow public access to other types of information held by public authorities.

The general right of access to the information held by a public authority is provided by section 1 of the FOIA Act. Any person wishing to exercise this right is required to make a written request (this includes e-mails, and website contact forms and letter) to the School.

#### **2. Aims and objectives**

We aim to provide an outstanding personalised education for all pupils, so that they can achieve positive educational outcomes and feel valued, nurtured and respected.

Our School values are: Childhood, Beauty, Time & Social Justice

CHILDHOOD is precious and unique.

BEAUTY runs through all our work as a school.

TIME We make good use of time.

SOCIAL JUSTICE All children have the right to an education.

Through our values we aim to promote

- Investigative skills
- Collaborative skills
- Critical thinking skills
- Pupil voice and well-being

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

### 3. Classes of information

Information published under the scheme can be categorised into the following classes:

<b><i>Class 1: Who we are and what we do</i></b>	<b><i>How we will provide the information</i></b>	<b><i>Cost</i></b>
School details and contact information	School website	No charge
Information about the school	School website	No charge
Governing Body information	School website	No charge
Staffing Structure	School website	No charge
School sessions times and term dates	School website	No Charge

<b><i>Class 2: What we spend and how we spend it</i></b>	<b><i>How we will provide the information</i></b>	<b><i>Cost</i></b>
Annual budget plan and financial statements	Email upon request	No charge
Capital funding	Email upon request	No charge
Financial audit reports	Email upon request	No charge
Details on expenditure of items over £5000	Email upon request	No charge
<u>Procurement and contracts:</u>		
Details of procedures used for the acquisition of goods and services	Email upon request	No charge
Details of any contracts that have gone through a formal tendering process	Email upon request	No charge
<u>Pay and allowances:</u>		
Pay Policy	Email upon request	No charge
Governors' Expenses Policy	Email upon request	No charge
Allowances and expenses that can be claimed or incurred by governors	Email upon request	No charge
Allowances and expenses that can be claimed or incurred by staff	Email upon request	No charge
Salaries of Staff by salary range	Email upon request	No charge
Salaries of senior staff in bands of £10,000	Email upon request	No charge

<b><i>Class 3: What our priorities are and how we are doing</i></b>	<b><i>How we will provide the information</i></b>	<b><i>Cost</i></b>
Latest ofsted report	School website	No charge
Performance management policies and procedures	School website	No charge
School Development Plan	School website	No charge
Safeguarding policies and procedures	School website	No charge

<b><i>Class 4: How we make decisions</i></b>	<b><i>How we will provide the information</i></b>	<b><i>Cost</i></b>
Admissions policies and procedures	School website	No charge
Agendas of meeting of Full Governing Body and its sub-committees	Email upon request	No charge
Minutes of meetings of the Full Governing Body and its sub-committees (Please Note: This will exclude information that is properly considered confidential to the meeting).	Email upon request	No charge

<b><i>Class 5: Our policies and procedures</i></b>	<b><i>How we will provide the information</i></b>	<b><i>Cost</i></b>
School policies and procedures	School website/ Email upon request	No charge
Pupil and curriculum policies	School Website	No charge
Data Management policies	School website	No Charge
HR, Staff and recruitment policies and procedures	Email upon request	No Charge

<b><i>Class 6: Lists and registers</i></b>	<b><i>How we will provide the information</i></b>	<b><i>Cost</i></b>
Governing Body register of disclosable interests	School website	No charge
Freedom of information Disclosure	Email upon request	No Charge
Statutory instruments	Email upon request	No charge

<b><i>Class 7: The services we offer</i></b>	<b><i>How we will provide the information</i></b>	<b><i>Cost</i></b>
School publications, leaflets, newsletters	School website	No charge

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.

#### **4. The method by which information published under this scheme will be made available**

Where possible, we publish as much information as possible on the school's website so that it is easily accessible and available without charge at: <https://evelina.southwark.sch.uk/> so please check our website before making your Freedom of Information request.

In circumstances where information is available by viewing in person only, 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 we are legally required to translate any information, we 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.

Information that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Details are contained on our website.

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail or letter. Contact details are set out below:

E-mail: [office@evelina.southwark.sch.uk](mailto:office@evelina.southwark.sch.uk)

Telephone: 020 7188 2267

Contact address:           Publication Scheme Request  
                                  The Headteacher  
                                  Evelina Hospital School  
                                  Level 3 Beach, Evelina London Children's Hospital  
                                  Westminster Bridge Road  
                                  London SE1 7EH

#### **5. Charges which may be made for information published under this scheme**

Material which is published and accessed on the school website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packing
- 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. 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.

## **6. 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 Chair of Governors.

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:

Telephone: 0303 123 1113

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).