

The Vineyard Freedom of Information Policy



Approved by:

Resources Committee of
Full Governing Board

Date: November
2025

Next review due by:

November 2027

Freedom of Information Publication Scheme

1. Introduction

The Freedom of Information Act 2000 (FOIA) requires that public authorities, including maintained schools, should be clear and proactive about the information they will make publicly available through the production of a publication scheme.

2. Freedom of information publication scheme

The Vineyard School has adopted the model publication scheme prepared and approved by the Information Commissioner, ICO, (latest version 2015) and with regard to the ICO (2021) Definition Document for the governing bodies of maintained and other state-funded schools in England.

3. Classes of information published

The publication scheme specifies 7 categorisations or 'classes' of information:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

4. Information guide

Appendix I contains a guide to information that The Vineyard School makes available under these 7 classes, how this information can be obtained and whether any charges will apply.

5. How to request information

If a paper copy of any of the documents within the scheme is required, the enquirer should contact the school by letter or email stating their name and correspondence address, and describing the information required.

Contact details are as follows:

- Postal address: The Vineyard School, Friars Stile Road, Richmond TW10 6NE
- Email: info@vineyard.richmond.sch.uk

To assist in processing requests quickly, correspondence should be marked "Publication Scheme Request".

Requests will be dealt with within 20 days (excluding school holidays). Where a fee is charged, requests may be completed within 20 days of the fee being paid.

Some information may only be available for inspection; in this case an appointment must be made in advance. The DPO and Headteacher should be informed of all Freedom of Information requests and a register of all these requests will be kept.

6. Charging for information requests

Information which is published and accessed on the school's website will be provided free of charge. Charges may be made if we have to do a significant amount of photocopying or printing. We also reserve the right to charge postal costs.

Photocopying is charged at 5p per copy (monochrome) and 15p per copy (colour). Postage is charged at Royal Mail 2nd class rates. If we do need to make a charge we will notify the enquirer before proceeding with their request.

7. Information which cannot be made public

Some information, including personal data, will not be made available under this publication scheme. This includes information which is protected from disclosure by law, information in draft form and information that is no longer readily available, for example where it is contained in files which have been placed in archive storage.

8. Complaints

If you are not satisfied with the assistance that you get, please raise this with the school in the first instance by contacting the headteacher at headteacher@vineyard.richmond.sch.uk

This complaint may be assessed by our independent Data Protection Officer, David Coy (contactable on david.coy@london.anglican.org, 020 3837 5145) with a final response provided within 30 days.

If you are unhappy with the school's final response you can refer the matter to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

9. Monitoring and review

The publication scheme covers information already published and information that is to be published in the future. Periodic reviews of our publishable material will be conducted every 2 years to ensure that the information guide in Appendix I remains up to date.

Next Review: November 2027

Freedom of Information

Guide to information available from The Vineyard School under the model publication scheme

We attempt to make as much of our published information as possible available on our website. Where hard copy is specified below there will be a modest charge. Website refers to the school website unless otherwise specified.

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) Current information	
Who we are	School website Home - The Vineyard School Government website: Get information about schools The Vineyard School - GOV.UK (get-information-schools.service.gov.uk)
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Website
Contact details for the Head teacher and for the governing body	Website
Outline of school curriculum	Website
School session times and term dates	Website
Address of school and contact details	Website
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) Information for current and previous 2 years	
Annual budget plan and financial statements	Schools' financial benchmarking service DfE Schools Financial Benchmarking - GOV.UK (schools-financial-benchmarking.service.gov.uk) Hard copy
Financial audit reports	Hard copy
Capital funding	Hard copy
Details of expenditure over £5,000	Hard copy
Procurement and contracts over £5,000	Hard copy
Pay policy	Hard copy
Staffing pay and grading structure	Hard copy
Governors' allowances	Hard copy
Pupil premium funding and how spent	Website
Sports and PE funding grant	Website
Staff allowances and expenses	Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information	
Government supplied performance data	Website or Government data

	The Vineyard School - Find school and college performance data in England - GOV.UK (find-school-performance-data.service.gov.uk)
Latest Ofsted report	Website or Ofsted The Vineyard School - Open - Find an Inspection Report - Ofsted
Appraisal policy and procedures adopted by the governing body	Hard copy
Safeguarding and Child Protection policy	Website
School Development Plan summary	Website
School Development Plan detail	Hard copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years	
Admissions policy (LBR policy)	LBR Website link Primary school admissions - London Borough of Richmond upon Thames
Minutes of governing body meetings (excludes information that is private to the meetings)	Website
Committee meetings of governing body (excludes information that is private to the meetings)	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Behaviour Policy (including anti-bullying)	Website
Keeping Children Safe Policy	Website
Relationships and Sex Education Policy	Website
School uniform Policy	Website
Charging and Remissions Policy	Website
Complaints Policy	Website
Data Protection Policy	Website
Data Privacy statements	Website
Record retention policy	Hard copy
FOI Policy	Website
Online Safety Policy	Website
Equality statement and objectives	Website
Attendance Policy	Website
Exclusion Guidance	Website
Health & Safety Policy	Hard copy
SEND Policy	Website
Accessibility Plan	Website
Supporting Children with Medical Conditions Policy	Website
Staff Discipline, Grievance and Capability policies	Hard copy
Staff Code of Conduct	Hard copy
Safer Recruitment Policy	Website
Whistleblowing Policy	Website
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	
Curriculum circulars sent to the HT or Governing Body	By request
Any information the school is currently legally required to hold in publicly available registers	By request
Asset register	By request
CCTV locations	By request

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	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Website
School publications, leaflets, books and newsletters	Website/hard copy

SCHEDULE OF CHARGES	TYPE OF CHARGE DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Actual cost of Royal Mail standard 2 nd class stamp	Actual cost
Statutory imposed fee limit*	In accordance with the relevant legislation	£450

Contact details: The Vineyard School, Friars Stile Road, Richmond, Surrey TW10 6NE tel: 020 8948 0195
Email: info@vineyard.richmond.sch.uk

*The Act recognises that freedom of information requests are not the only demand on the resources of a public authority. They should not be allowed to cause a drain the school's time, energy and finances to the extent that they negatively affect normal public functions.

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is £450, the school reserves the right to refuse a request if we estimate that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

When estimating the cost of compliance, we take into account the cost of the following activities:

- determining whether we hold the information;
- finding the requested information, or records containing the information;
- retrieving the information or records; and
- extracting the requested information from records.

We rate staff time at £25 per person per hour, regardless of who does the work, including external contractors. This means a limit of 18 staff hours.

If Section 12 (cost limit) of the Act could apply, we will confirm this in writing. In addition, we will say whether we hold the information and give the requester the option to either:

- refine (change or narrow) their request, by explaining why the limit would be exceeded and what information, if any, may be available within the limits;
- choose to meet the cost of compliance (the costs allowed in calculating whether the appropriate limit is exceeded); plus the communication costs and £25 an hour for staff time taken for printing, copying or sending the information.