

The Vineyard

Freedom of Information Policy



Approved by:

Full Governing Board

Date: June 2023

Next review due by:

June 2025

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 (latest version Oct 2021).

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)

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 3p per copy (monochrome) and 14p 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. 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 June 2025



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	School capital funding report from DfE School capital funding - GOV.UK (www.gov.uk) 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
Online Safety Policy	Website
Safeguarding and Child Protection Policy	Website
Whistleblowing Policy	Website
Safer Recruitment Policy	Website
Health & Safety Policy	Website
SEND Policy	Website
Accessibility Plan	Website
Data Protection Policy	Website
Data Privacy statements	Website
FOI Policy	Website
Record retention policy	Hard copy
Equality statement and objectives	Website
Staff Discipline, Grievance and Capability policies	Hard copy
Staff Code of Conduct	Hard copy
Complaints Policy	Website
Charging and Remissions Policy	Website
Uniform 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 @ 3p per sheet (black & white)	Actual cost
	Photocopying/printing @ 14p per sheet (colour)	Actual cost
	Actual cost of Royal Mail standard 2 nd class stamp	Actual cost
Statutory Fee	In accordance with the relevant legislation	

Contact details: The Vineyard School, Friars Stile Road, Richmond, Surrey TW10 6NE tel: 020 8948 0195
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