



Freedom of Information Policy and Publication Scheme

Sun Hill Junior School

2026-2027

Freedom of Information Policy and Publication Scheme

This Policy incorporates the school's Publication Scheme under the Freedom of Information Act 2000. It has been updated to ensure compliance with the ICO Model Publication Scheme and current data protection legislation, including the Data Protection Act 2018 and UK GDPR. Personal data is not available under this scheme. Requests for personal data will be handled in accordance with the Data Protection Act 2018 and UK GDPR.

The Trustees are responsible for the maintenance of this information scheme.

Adoption of the ICO Model Publication Scheme

Sun Hill Junior School formally adopts the ICO Model Publication Scheme, as approved by the Information Commissioner's Office. The school commits to:

- Proactively publishing information it holds that falls within the ICO's defined "classes of information".
- Reviewing and updating published information regularly.
- Making the scheme available publicly via the school website.

The ICO's Model Publication Scheme can be viewed at <http://www.ico.org.uk>.

Aims

Sun Hill Junior School is committed to making information available to the public as part of its normal business activities. The school will:

- Publish or otherwise make available as a matter of routine information falling within the classes below.
- Specify the information that is held and how it can be accessed.
- Ensure information is easy to identify and access.
- Review and update information regularly.
- Explain any fees associated with providing information.
- Publish datasets in a reusable electronic format where reasonably practicable.

Categories of Information (ICO Classes)

1. Who we are and what we do
Organisational information, structures, locations, governance.
2. What we spend and how we spend it
Financial information on budget, income, procurement, contracts.
3. What our priorities are and how we are doing
Strategies, plans, assessments, performance indicators, inspections.
4. How we make decisions
Decision-making processes and records.

5. Our policies and procedures
Current written protocols for delivering School functions.
6. Lists and registers
Information legally required to be held in public registers.
7. The services we offer
Advice, guidance, publications, and transactional services.

How to Request Information

If you require a paper or electronic copy of any document within this scheme, please contact:

Email: adminoffice@sunhill-jun.hants.sch.uk

Telephone: 01962 732801

Address: Sun Hill Junior School, Sun Lane, Alresford, Hampshire, SO24 9JZ

We aim to respond to all reasonable requests within **20 school days**.

Paying for information

Single copies of information are normally provided free of charge. Charges may apply if:

- Significant photocopying or printing is required
- Large postage costs are incurred
- The request relates to priced publications or media

We will notify you of any charges before fulfilling your request.

Right to refuse a request

Requests may be refused if:

- The cost of compliance would exceed the statutory cost limit
- The request is vexatious or repeated
- Information is exempt under the Act

If a request is refused, we will provide:

- The exemption applied and justification
- Public interest considerations (where applicable)
- Your right to complain to the Information Commissioner's Office

Refusal notices will be issued in writing.

Feedback and Complaints

Feedback is welcomed and should be directed to the Clerk to the Governors.

If you are dissatisfied with the school's handling of your request, you may contact:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Website: <https://www.ico.org.uk>

Sun Hill Junior Publication Scheme

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

Information to be published	How the information can be obtained
a) Who we are and what we do	
Academy Funding Agreement	clerk@vitatrust.org.uk
Articles Of Association	School website
School staff and structure	School website
Governing body – names and contact details and the basis of their appointment	School website
School session times, term dates and holidays	School website
Location and contact information – address, telephone number and website for school and Headteacher	School website
School Prospectus	School website

Information to be published	How the information can be obtained
b) What we spend and how we spend it	
Annual budget plan and financial statements	School website
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	adminoffice@sunhill-jun.hants.sch.uk
Financial audit reports	adminoffice@sunhill-jun.hants.sch.uk
Additional funding – income generation schemes and other sources of funding	adminoffice@sunhill-jun.hants.sch.uk
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	adminoffice@sunhill-jun.hants.sch.uk
Pay Policy	adminoffice@sunhill-jun.hants.sch.uk
Staff allowances and expenses of senior staff	adminoffice@sunhill-jun.hants.sch.uk
Trustee and Governors allowances	School website

Information to be published	How the information can be obtained
c) What our priorities are and how we are doing	
Latest Ofsted report with a link to the Ofsted website	School website
Performance data as supplied to the government	School website with link to Department for Education
Performance Management policies and procedures adopted by the Governors	adminoffice@sunhill-jun.hants.sch.uk
Any major proposals for the future of the school, involving, for example, consultation on a change in school status.	adminoffice@sunhill-jun.hants.sch.uk
Safeguarding and child protection – policies and procedures on safeguarding and promoting the welfare of children	School website

Information to be published	How the information can be obtained
d) How we make decisions	
Admissions policy – arrangements and procedures and right of appeal including information on application numbers and the number of successful applicants by each oversubscription criteria where appropriate.	School website
Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	Clerk to the Governors clerk@sunhill-jun.hants.sch.uk

Information to be published	How the information can be obtained
e) Our policies and procedures	
Charging and remissions	School website
Health and safety and risk assessment	School website
Complaints procedure	School website
Staff conduct policy	adminoffice@sunhill-jun.hants.sch.uk
Discipline and grievance policies	adminoffice@sunhill-jun.hants.sch.uk

Staffing structure implementation plan	adminoffice@sunhill-jun.hants.sch.uk
Staff recruitment policies	adminoffice@sunhill-jun.hants.sch.uk
Home-school agreement	Student diaries
Curriculum	School website
Sex Education	School website
Special Educational Needs	School website
Accessibility	School website
Race equality	School website
Collective worship	adminoffice@sunhill-jun.hants.sch.uk
Careers education	adminoffice@sunhill-jun.hants.sch.uk
Behaviour Policy	School website
Equality and diversity policies procedures and plans	School website
Policies and procedures for the recruitment of staff	adminoffice@sunhill-jun.hants.sch.uk
Charging regime	adminoffice@sunhill-jun.hants.sch.uk

Information to be published	How the information can be obtained
f) Lists and registers	
Curriculum circulars and statutory instruments	adminoffice@sunhill-jun.hants.sch.uk
Disclosure logs	adminoffice@sunhill-jun.hants.sch.uk
Asset register	adminoffice@sunhill-jun.hants.sch.uk
Any information the Academy is currently legally required to hold in publicly available registers	adminoffice@sunhill-jun.hants.sch.uk

Information to be published	How the information can be obtained
g) The services we offer	
Extra-curricular activities	School website
Out of school clubs	School website
School publications	School website
Services for which the Academy is entitled to recover a fee, together with those fees	adminoffice@sunhill-jun.hants.sch.uk
Leaflets, booklets and newsletters	School website

Review Cycle

This Policy and Publication Scheme will be reviewed **annually** by the Trust Board.