

# **Christ Church School, Hampstead**

## **Freedom of Information / Environmental Information Regulations - Policy and publication scheme**

### **1. Terms of reference**

- 1.1 The purpose of this policy is to ensure that the provisions of the Freedom of Information Act 2000 and, where appropriate, the Environmental Information Regulations 2004 are adhered to within Christ Church School, Hampstead.
- 1.2 We will ensure that:
  - a significant amount of routinely published information about the school is made available to the public as a matter of course. This is known as a Publication Scheme.
  - requests for other information are dealt with within the statutory timescales of the appropriate legislation and, in cases where an exemption or exception is engaged, give appropriate consideration as to whether or not the information should be released.

### **2. Publication Scheme**

- 2.1 Section 19 of the Freedom of Information Act 2000 required that schools adopt and maintain an Information Commissioner approved publication scheme and to proactively publish information in accordance with that scheme.
- 2.2 This is a document which specifies:
  - the classes of information which we already publish or intend to publish
  - the manner in which the information will be published; and
  - whether or not there is any charge for the information
- 2.3 The Information Commissioner has produced both a model publication scheme and guidance for schools which makes provision for, but is not limited to the classes of information listed below.

#### ***Who we are and what we do***

*Organisational information, structures, locations and contacts.*

#### ***What we spend and how we spend it***

*Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.*

#### ***What our priorities are and how we are doing***

*Strategies and plans, performance indicators, audits, inspections and reviews.*

#### ***How we make decisions***

*Decision making processes and records of decisions.*

***Our policies and procedures***

*Current written protocols, policies and procedures for delivering our services and responsibilities.*

***Lists and Registers***

*Currently maintained lists and registers only.*

***The Services We Offer***

*Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.*

- 2.4 There is therefore an expectation on Christ Church School to make the above information available unless:
- we do not hold it
  - it is to be withheld under a Freedom of Information exemption or Environmental Information Regulations exception; or its release is prohibited under another statute
  - the information is archived, out of date or otherwise inaccessible; or
  - it would be impractical or resource-intensive to prepare the material for routine release
- 2.5 Our publication scheme can be found on the school website and hard copies of documents can be obtained from the School as directed.
- 2.6 The Governing Body has overall responsibility for the maintenance of this scheme which will be reviewed every three years and following guidance from the Information Commissioner's Office. Updated information will be placed on the publication scheme as soon as it is amended / approved.
- 2.7 We will not charge for information listed on the Publication Scheme except where specifically indicated.
- 2.8 In exceptional circumstances some information may be available only by viewing in person. Where this is the case, contact details will be provided and an appointment to view the information will be arranged within a reasonable timescale.
- 2.9 Information will be provided in the language in which it is held. Where we are legally required to translate any information, we will do so.
- 2.10 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.

### **3. Overview of requests for information not covered by our Publication Scheme**

- 3.1 The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 came into force for all public bodies on 1 January 2005 and their purpose is to promote both transparency and access to recorded information.
- 3.2 Anyone can make a request for recorded information.
- 3.3 Whilst a request can be in the form of a question, rather than a request for specific documents, the school does not have to answer your question if this would mean creating new information or giving an opinion or judgment that is not already recorded.
- 3.4 We will acknowledge receipt of requests however we may need to seek clarification to establish or in some cases help you refine your request before it is deemed valid. The timescales for response commence after receipt of a valid request.
- 3.5 Upon receipt of a valid request the information sought will be communicated to the applicant within statutory timescales subject to paragraphs 3.6 – 3.9 inclusive.
- 3.6 There will be occasions where we will not supply the requested information (e.g. the school may neither hold nor be the owner of the requested information; or we may consider that an appropriate exemption or exception applies). Applicants will be informed if this is the case.
- 3.7 If any information is to be withheld both the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 require a school, in their final response, to either confirm or deny whether the information sought is held (unless the act of doing so is itself exempt) and to provide details of the exemption / exception applied.
- 3.8 The application of some exemptions / exceptions allows for an extension in the response timescale. Applicants will be informed if this is the case.
- 3.9 Charges may be applied to the communication costs of some requests (e.g. reprographics, postage and packaging, copying) and if this is the case requesters will be informed in advance. On these occasions the information will be collated upon confirmation of the requester's agreement to pay and released upon receipt of those fees.
- 3.10 Christ Church School will not charge for information listed on its publication scheme except where specifically indicated on the scheme.
- 3.11 As part of the final response we will include details of how an applicant can complain if they remain unhappy. The school can be contacted within one month from the date of our response to request a review. Requests for review received after this timescale will not be considered.

- 3.12 Upon receipt of a request for review, both the original request and our initial response will be independently reviewed by the Chair of Governors or a nominated Governor. They will uphold or not uphold the original response in full or in part. Further clarification may be sought if the complaint is not clear.
- 3.13 Complaints which are not relevant to the response under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 will not be considered under the review process.
- 3.14 The reviewed response will be communicated to the applicant within 25 school days from the receipt date of that request.
- 3.15 Should an applicant remain dissatisfied following our reviewed response they may contact the Information Commissioner directly at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 01625 545 745 [www.ico.org.uk](http://www.ico.org.uk) [casework@ico.org.uk](mailto:casework@ico.org.uk)
- 3.16 The Information Commissioner is the independent regulatory authority for both the Freedom of Information Act 2000 and Environmental Information Regulations 2004. The school will abide by the decisions of the Information Commissioners Office, unless it considers itself to have grounds for an appeal to the Information Tribunal.
- 3.17 Requests for personal data and some third party information are covered solely by the Data Protection Act 1998. Further details are available in our data protection policy.

#### **4. Roles and responsibilities**

- 4.1 The head teacher has overall responsibility for both Freedom of Information and Environmental Information Regulations in the school however day to day responsibility may be delegated to other staff members.
- 4.2 The Qualified Person for determining whether disclosure would be likely to prejudice the effective conduct of public affairs should the Section 36 Exemption be engaged, is the Chair of Governors.
- 4.3 A nominated member of the Governing body with no prior involvement will be responsible for reviewing any complaints about the school's application of the relevant legislation should they be received. Dependent on prior involvement this is usually the Chair of Governors.

#### **5. Handling and tracking of requests**

- 5.1 Requests for information under the Freedom of Information Act should be in writing and, if possible to our school admin email address.

- 5.2 All requests for information will be logged by the school office and tracked thereafter. This will assist us in ensuring that timescales are met and assist identification of repeat, similar or vexatious requests.
- 5.3 We will periodically review multiple or similar requests for information on subjects not already included in our Publication Scheme and this will lead to consideration for inclusion within it.

This policy was adopted from Camden's model policy and approved by the Governing Body in March 2013.

Minor amendments following changes in legislation were made in November 2013.  
Approved by Governing Body with minor amendments in March 2016.

This policy will be reviewed every three years or earlier if there are significant changes in legislation or guidance.

## Freedom of Information Publication Scheme

### Guide to information available from Christ Church Primary School under the publication scheme

| Information to be published   | How the information can be obtained<br>(hard copy and/or website) | Cost                    |
|---|---|-------------------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br>This will be current information only   |   |                         |
| Who's who in the school/location and contact information  | website   |                         |
| Who's who on the governing body and the basis of their appointment  | website   |                         |
| Instrument of Government  | hard copy available on request                                    | Copying costs may apply |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))   | website   |                         |
| School prospectus   | website   |                         |
| Annual Report   | NA  |                         |
| Staffing structure  | hard copy available on request                                    | Copying costs may apply |
| School session times and term dates   | website   |                         |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and two previous financial year as a minimum |   |                         |
| Annual budget plan and financial statements   | hard copy available on request                                    | Copying costs may apply |
| Capitalised funding   | hard copy available on request                                    | Copying costs may apply |
| Details of expenditure items over £2000 (within budget reporting – annually)  | hard copy available on request                                    | Copying costs may apply |
| Procurement and projects  | hard copy available on request                                    | Copying costs may apply |
| Pay policy  | hard copy available on request                                    | Copying costs may apply |
| Staff allowances and expenses   | hard copy available on request                                    | Copying costs may apply |
| Staffing and grading structure  | hard copy available on request                                    | Copying costs may apply |
| Governors' allowances   | hard copy available on request                                    | Copying costs may apply |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br>Current information as a minimum  |   |                         |
| School profile<br>• Government supplied performance data<br>• The latest Ofsted report - Summary - Full report  | Performance data via website<br>Ofsted report via website         |                         |
| Performance management policy and procedures adopted by the governing body.   | website   |                         |

|  |   |                         |
|--|---|-------------------------|
| School's future plans  | hard copy of school improvement plans available on request              | Copying costs may apply |
| Safeguarding and child protections policies and procedures   | website   |                         |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous three years as a minimum  |   |                         |
| Admissions policy/decisions (not individual admission decisions)   | website   | Copying costs may apply |
| Agendas of meetings of the governing body and (if held) its sub-committees   | hard copy available on request  | Copying costs may apply |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.  | website (Governing Body)<br>hard copy available on request (Committees) | Copying costs may apply |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only  |   |                         |
| School policies including:<br>• Charging and remissions policy<br>• Health and Safety<br>• Complaints procedure<br>• Staff conduct policy<br>• Discipline and grievance policies<br>Information request handling policy (Freedom of Information Policy)<br>• Equality and diversity (including equal opportunities) policies | website or hard copy via request to school office                       | Copying costs may apply |
| Pupil and curriculum policies, including:<br>• Home-school agreement<br>• Curriculum area policies<br>• Sex education<br>• Special educational needs<br>• Accessibility<br>• Race equality<br>• Collective worship<br>• Careers education<br>• Pupil discipline  | website or hard copy via request to school office                       | Copying costs may apply |
| Records management and personal data policies, including:<br>• Information security policies<br>• Data protection (including information sharing policies and privacy notice)  | website or hard copy via request to school office                       | Copying costs may apply |
| Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the   | website or hard copy via request to school office                       | Copying costs may apply |

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|---|--|-------------------------|
| basis on which they are made and how they are calculated.   |  |                         |
| Polices for recruitment of staff  | Hard copy via request to school office | Copying costs may apply |
| <b>Class 6 – Lists and Registers</b>  |  |                         |
| Currently maintained lists and registers only   |  |                         |
| Asset register  | hard copy available on request         | Copying costs may apply |
| Disclosure log (list of FOI requests)   | hard copy available on request         | Copying costs may apply |
| Curriculum circulars and statutory instruments  | hard copy available on request         | Copying costs may apply |
| Any information the school is currently legally required to hold in publicly available registers (N.B. this does not include the attendance register) | hard copy where applicable             | Copying costs may apply |
| <b>Class 7 – The services we offer</b>  |  |                         |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)                        |  |                         |
| Current information only  |  |                         |
| Extra-curricular activities and out of school clubs   | website or hard copy as applicable     | Copying costs may apply |
| School publications   | website or hard copy as applicable     | Copying costs may apply |
| Services for which the school is entitled to recover a fee, together with those fees  | website – charging policy              |                         |
| Leaflets and newsletters  | website and hard copies as applicable  | Copying costs may apply |
| <b>The school may also publish or provide additional information not listed above.</b>  |  |                         |

## Schedule of Charges

### Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our 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 & packaging and the costs directly incurred as a result of viewing information

| TYPE OF CHARGE    | DESCRIPTION   | BASIS OF CHARGE |
|-------------------|---|-----------------|
| Disbursement cost | Photocopying/printing @5p per sheet (black & white) | Actual cost *   |

|                      |   |  |
|----------------------|---|--|
|                      | Photocopying/printing @20p per sheet (colour) | Actual cost  |
|                      | Postage                                       | Actual cost of Royal Mail standard 2 <sup>nd</sup> class                             |
| <b>Statutory Fee</b> |   | In accordance with the relevant legislation (quote the actual statute if applicable) |

This Publication Scheme was written using the model publication scheme in December 2012 and was approved by the Governing Body in March 2013.

It was reviewed with minor amendments following changes to legislation in November 2013

Reviewed by the Governing Body with minor amendments in March 2016.