

St Michael's Church of England Primary School

Freedom of Information Act Policy and Publication Scheme

September 2018

CONFIDENTIAL

Freedom of Information / Environmental Information Regulations

1. Terms of reference

1.1 The purpose of this policy is to ensure the school complies with the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIRs).

1.2 We will ensure that:

- We take a proactive and positive approach towards information rights
- We publish a significant amount of routinely published information about the school on our website, which is our Publication Scheme.
- Formal requests under FOIA or EIRs are dealt with within the statutory timescales, and exemptions or exception are applied properly considering the public interest test where relevant, with a presumption in favour of disclosure.

2. Publication Scheme

2.1 Section 19 of the Freedom of Information Act 2000 require schools to adopt and maintain an Information Commissioner approved publication scheme and to proactively publish information in accordance with that scheme.

2.2 The Publication Scheme 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 Our publication scheme can be found on the school website and we will make the relevant information that comes under the publication scheme classifications that we hold available on our website unless
- we do not hold it
 - it is to be withheld under a FOI exemption or EIR 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; or
 - it is hard copies of documents which can be obtained from the School.
- 2.5 The Governing Body has overall responsibility for the maintenance of this scheme which will be reviewed annually 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.
We will not charge for information listed on the Publication Scheme except where specifically indicated.
- 2.6 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.

- 2.7 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.
- 2.8 We will meet our obligations under the Equality Act 2010 and any other legislation to provide information in other forms and formats.

3. Freedom of Information Act 2000 and Environmental Information Regulations 2004 Requests

- 3.1 The FOIA and EIRs apply to requests for recorded information held by the school.
- 3.2 Anyone can make a request for recorded information. Requests must be made in writing such as by email or post. The requester must give their name and an address to correspond with them, this can be email or post. Requesters do not have to explain why they are making a request or justify their request.
- 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 create new information or giving an opinion or judgment that is not already recorded.
- 3.4 We will acknowledge receipt of requests within 3 school days, however we may need to seek clarification to establish or in some cases help the requester refine their request before it is deemed valid. The timescales for response commence after receipt of a valid request.
- 3.5 When we have received a valid request we will reply within the statutory timescales. The presumption is that the information will be provided. However there will be occasions where we will not hold the information. Applicants will be informed if this is the case.
- 3.6 If any information is to be withheld then we will send a response that confirms or denies whether we hold the information *. The response will give details of the exemption / exception applied and why it applies. Where required the response will set out the public interest test. Where an exemptions / exception allows for an extension in the response timescale we will inform applicants. *Unless a specific exemption permits a neither confirm nor deny response to be made.
- 3.7 Charges may be applied to the communication costs of some requests (e.g. photocopying, postage and packaging, copying) and if this is the case we will inform the requester and give them 3 month to pay the fee before the request will lapse. On these occasions the information will be released upon receipt of any fees.

- 3.8 All responses will explain how to request an Internal Review and how to contact the Information Commissioner's Office if requester are unhappy with the outcome of their Internal Review. The school can be contacted within 2 months from the date of the response to request a review
- 3.9 The Chair of Governors or a nominated Governor will undertake the Internal Review and will inform the requester whether they uphold or not the original response in full or in part. They will respond to an Internal Review within 25 school days from the receipt date of that request.
- 3.10 The Information Commissioner (ICO) 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. The ICO details are : Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 01625 545 700 www.ico.org.uk
- 3.11 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 Executive 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 the Head of School.
- 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 The Chair of Governors will be responsible for undertaking Internal Review unless section 36 has been engaged in which case a nominated member of the Governing body with no prior involvement will be responsible for the review.

5. Handling and tracking of requests

- 5.1 Requests for information under the FOI should be in writing and whilst all members of staff will assist any requester where possible, we have a designated email address to assist with prompt processing. Requesters can make an EIR request verbally but it is helpful for them to make it in writing.
- 5.2 All requests for information will be logged by the Head of School 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 review annually 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.

Last reviewed by Governing Body	November 2017
Next revision	Annual
To be reviewed	November 2018

Freedom of Information Act

1. Introduction

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme from 1 January 2009. The Information Commissioner's Office (ICO) developed a model policy and publication scheme for schools which was adopted for this policy by St Michael's School. The policy will be reviewed regularly as part of the school's policy review programme.

The policy commits the school to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*. This information is provided in the attached guide to information.

2. Information included in the guide to information

The guide includes a list of the information that the school holds, how it will make the information routinely available, how the information can be accessed, whether or not a charge will be made for it and if so, what the cost will be. A copy of the FOIA policy is kept in the school office and it is planned for it to put onto the school website in the future.

3. Fees and charging

Information through the school's publication scheme is readily available. It can be accessed through the school website at no charge or through the school office at a low charge. These charges are made for activities such as printing, photocopying and postage as well as information that the school is legally authorised to charge for. Anyone requesting information will be informed of any charge before the information is provided. The school may ask for payment before providing the information.

The actual charges and the basis on which the charges are being made are detailed in the "Schedule of Charges" section on the school's guide to information.

4. FOI requests and the publication scheme

It is important to note that the school's publication scheme sets out the information that is routinely available. Information that is not listed in the guide to information may still be requested and will be made available unless it can be legitimately withheld.

5. More information

Information to be published November 2017	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(This includes organisational information, structures, locations and contacts etc)</p>	<p>St Michael's Church of England Primary School 88 Camden Street, London NW1 0JA Telephone: 020 7485 8965 Email: admin@stmichaels.camden.sch.uk</p>	
Who's who in the school	<p>Website</p> <p>www.stmichaels.camden.sch.uk</p> <p>Hard copy</p> <p>Contact school office</p>	<p>Free</p> <p>10p/ sheet</p>
Who's who on the governing body and the basis of their appointment	<p>Website</p> <p>www.steugene.camden.sch.uk</p> <p>Hard copy</p> <p>Contact school office</p>	<p>Free</p> <p>10p/ sheet</p>

Instrument of Government/Articles of Association	Hard copy Contact school office	10p/ sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy Contact school office	10p/ sheet
School prospectus	Hard copy Contact school office	Free
Annual Report	Website www.stmichaels.camden.sch.uk Hard copy Contact school office	Free £2.00
Class 1 - Who we are and what we do (contd)	How the information can be obtained	Cost
Staffing structure	Hard copy Contact school office	10p/ sheet
School session times and term dates	Website www.stmichaels.camden.sch.uk	Free

	Hard copy Contact school office	10p/ sheet
Class 2 – What we spend and how we spend it (This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year)	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy Contact school office	10p/ sheet
Capital funding	Hard copy Contact school office	10p/ sheet
Additional funding (Fundraising accounts)	Hard copy Contact school office	10p/ sheet
Procurement and projects	Hard copy Contact school office	10p/ sheet
Pay policy	Hard copy Contact school office	

		10p/ sheet
Financial audit reports	Hard copy Contact school office	10p/ sheet
Governors' allowances	N/A	
Class 3 – What our priorities are and how we are doing (This includes the school's strategies and plans, performance indicators, audits, inspections and reviews etc)	How the information can be obtained	Cost
School profile: <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post inspection action plan 	Hard copy Contact school office Website www.stmichaels.camden.sch.uk	10p/ sheet £2.00 Free
Performance management policy and procedures adopted by the governing body.	Hard copy Contact school office	10p/ sheet
Schools future plans (School Improvement Plan)	Hard copy	

	Contact school office	£2.00
Performance data or direct link to it	Hard copy Contact school office	
Every Child Matters (The school has a policy file which includes an overview of all policies and procedures relating to ECM and the curriculum etc)	Hard copy Contact school office	10p/ sheet
Safeguarding and Child Protection	Hard copy Contact school office	10p/ sheet
Class 4 – How we make decisions (This includes information on decision making processes and records of decisions for the current and previous three years)	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions)	Hard copy Contact school office	10p/ sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy Contact school office	10p/ sheet

<p>Minutes of meetings (as above) – please note that this will exclude information that is properly regarded as private to the meetings</p>	<p>Hard copy Contact school office</p>	<p>10p/ sheet</p>
<p>Class 5 – Our policies and procedures</p> <p>(This includes the school’s current written protocols, policies and procedures for delivering our services and responsibilities. The school has a policy file which includes an overview of all of these policies and procedures and their review timetable) The school also runs visitor mornings each half term and will provide visitors with copies of policies on request</p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Finance Procedures /FMSIS • Health and Safety and Emergency Plan • First Aid Procedures • Complaints Procedure • Staff Conduct Policy • Discipline and Grievance Policies • Staffing structure • Information request handling policy • Equal Opportunities and Racial Equality Policy • Staff Recruitment Policy • Staff Development and Performance Management Policy • Staff Probationary Guidelines • Personnel Policy • Smoking Policy • Staff Absence and Cover Policy • Lettings Agreement 	<p>Hard copy Contact school office</p>	<p>10p/ sheet</p>

<ul style="list-style-type: none"> • School Travel Plan 	<p>Website</p> <p>www.stmichaels.camden.sch.uk</p>	<p>Free</p>
<p>Class 5 – Our policies and procedures (contd)</p> <p>(see above)</p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement and Home School Policy • Teaching and Learning Policy • Curriculum Policy and Statement • Assessment , Recording and Reporting Policy • Homework Policy • Language and Communication Policy • Foundation Stage Policy • English Policy • Acceptable Use of the Internet and ICT Policy • Numeracy Policy • Science Policy 	<p>Hard copy</p> <p>Contact school office</p>	<p>10p/ sheet</p>

<ul style="list-style-type: none"> • PSHE and Citizenship Policy • Physical Education Policy • Religious Education Policy • Sex Education policy • Art and Design Policy • Music Policy • Special educational needs • School Access Plan and Disability Equality Scheme Policy • Collective worship/Assembly Policy • Secondary Transfer Policy • Pupil Behaviour and Anti-Bullying Policy • Food Policy • Display Policy 		
<p>Class 5 – Our policies and procedures (contd)</p> <p>(see above)</p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Data protection (including information sharing policies) 	<p>Hard copy</p> <p>Contact school office</p>	<p>10p/ sheet</p>
<p>Class 6 – Lists and Registers</p> <p>(This includes currently maintained lists and registers only)</p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>Curriculum circulars and statutory instruments</p>	<p>This information may only be available by inspection</p>	<p>N/A</p>

FOI Disclosure logs	This information may only be available by inspection by approved agencies	N/A
Asset register	This information may only be available by inspection by approved agencies	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	This information may only be available by inspection by approved agencies	N/A
Class 7 – The services we offer (This includes current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	How the information can be obtained	Cost
Extra-curricular activities	Website www.stmichaels.camden.sch.uk Hard copy Contact school office	Free 10p/ sheet
Class 7 – The services we offer (contd) (see above)	How the information can be obtained	Cost
Out of school clubs	Website www.stmichaels.camden.sch.uk	Free

	Hard copy Contact school office	10p/ sheet
School publications	Website www.stmichaels.camden.sch.uk Hard copy Contact school office	Free 10p/ sheet
Services for which the school is entitled to recover a fee, together with those fees	Website www.stmichaels.camden.sch.uk Hard copy Contact school office	Free 10p/ sheet
Leaflets books and newsletters	Website www.stmichaels.camden.sch.uk Hard copy Contact school office	Free
Additional Information	How the information can be obtained	Cost

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SCHEDULE OF CHARGES

This describes the basis on which the above charges have been made and how they are calculated.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Statutory Fee	This includes all costs for photocopying and postage of documents (see below)	In accordance with the relevant legislation (FOI Act 2005)
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost * (8p per sheet)
	Photocopying/printing @ 20p per sheet (colour)	Actual cost * (19p per sheet)
	Photocopying/printing a report (black & white) @ £2.00 per report	Cost of photocopying and administration
	Postage : 25p (standard small envelope) 40p (C5/A4 envelope)	Actual cost of Royal Mail standard 2 nd class
Other		

* the actual cost incurred by the school

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