



Fitzjohn's Primary School

Freedom of Information Policy and Publication Scheme

Reviewed: September 2023

Date for review: September 2024

Freedom of Information Regulations

Mission Statement: to provide an environment where everyone can succeed

Fitzjohn's Primary School Policy (in conjunction with Publication Scheme and Data Protection Policy)

1. Terms of reference

1.1 The purpose of this policy is to ensure **Fitzjohn's Primary School** complies with the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIRs).

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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 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

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- 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.

2.6 We will not charge for information listed on the Publication Scheme except where specifically indicated,

2.7 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

2.8 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.

2.9 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.

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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

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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](#)

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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 [School Business Manager](#).

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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.

email: admin@fitzjohns.camden.sch.uk
[86a Fitzjohn's Ave, London, NW3 6NP](#)
[02074359797](tel:02074359797)

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5.2 All requests for information will be logged by Headteacher 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 annually 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.

~~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 FITZJOHN'S PRIMARY SCHOOL.~~

~~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 (& contact information?).~~
- ~~• What we spend in total and how we allocate spending~~

- ~~Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.~~
- ~~What our priorities are and how we measure against them~~
- ~~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 our associated 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 the Administrators of FITZJOHN'S PRIMARY 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 obtained from the school office.~~

~~2.6 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.~~

~~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 and format 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 you will be informed in advance. On these occasions the information will be released upon receipt of any fees.~~

~~3.10 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 2 Months from the date of our response to request a review.~~

~~3.11 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 uphold or not uphold the original response in full or in part.~~

~~3.12 The reviewed response will be communicated to the applicant within 25 school days from the receipt date of that request.~~

~~3.13 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 545 700 www.ico.gov.uk~~

~~3.14 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.~~

~~3.15 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 schools application of the relevant legislation should they be received.~~

5. Handling and tracking of requests

~~5.1 Requests for information under the Freedom of Information Act 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.~~

~~email: admin@fitzjohns.camden.sch.uk~~

~~5.2 All requests for information will be logged by the school office/a member of staff 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 annually 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.~~

Fitzjohn's Primary School

Freedom of Information

Guide to information available from Fitzjohn's Primary School under the model publication scheme

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as "FOIA" in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in paper form from the school office.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Mission Statement and Aims

Mission Statement

To provide an environment where everyone can succeed

Aims:

- *To be a school to which every child enjoys coming*
- *To be a school where there is an effective partnership between parents, carers, children, governors and the whole school staff*
- *To be a school where every child feels valued and included*
- *To be a school where every child learns new skills and knowledge*
- *To be a school that prepares every child for the future - both as an individual and as a member of society*
- *To be a school where all teachers are consistently good or better*
- *To be a school where every child is supported to achieve their potential*
- *To be a school that offers a curriculum that is relevant, interesting and engaging*
- *To be a school that is safe and healthy*
- *To be a school that provides and promotes a wide range of services before during and after the core school day*
- *To be a sustainable school which considers the future of the planet and its people*

This publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in the next section of this scheme.

Information to be published	How the information can be obtained	Cost	
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>All documents are available in hard copy from the office. As our website is developed we will add electronic copies to the site. Some information will only be available by inspection.</p>	<p>There is no charge made for one set of paper documents requested. Any individual requesting more than two copies of documents will be charged at cost.</p>	
Who's who in the school			
Who's who on the governing body and the basis of their appointment			
Instrument of Government			
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))			
School prospectus			
Annual Report			
Staffing structure			

School session times and term dates		
Class 2 – What we spend and how we allocate spending (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Annual budget plan and financial statements		
Capitalised funding		
Additional funding		
Procurement and projects		
Pay policy		
Staffing and grading structure		
Governors' allowances		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information as a minimum		
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 		
Performance management policy and procedures adopted by the governing		

body.		
Schools future plans		
Every Child Matters – policies and procedures		
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)		
Agendas of meetings of the governing body and (if held) its sub-committees		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies 		

<ul style="list-style-type: none"> • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 		
<p>Charging regimes and policies.</p> <p>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 basis on which they are made and how they are calculated.</p>		

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Curriculum circulars and statutory instruments</p>		
<p>Disclosure logs</p>		
<p>Asset register</p>		
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>		
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Extra-curricular activities</p>		
<p>Out of school clubs</p>		
<p>School publications</p>		
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		
<p>Leaflets books and newsletters</p>		

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Admin Office
Fitzjohn's Primary School
86a Fitzjohn's Ave
London
NW3 6NP

Tel: 02074359797
Fax: 02074319605
Email: admin@fitzjohns.camden.sch.uk

Website: www.fitzjohns.camden.sch.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing	Actual cost
	Photocopying/printing	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class