

Carlton Primary School

Freedom of Information Policy



If you believe, you CAN achieve

Adopted/ last reviewed by	Date / Term / Year
Governing Body on:	11 / 2016
Next revision	Annual / Bi-annual / Tri-annual / Termly _____
To be reviewed on:	Date / Term / Year ____/____/____

Signed: _____

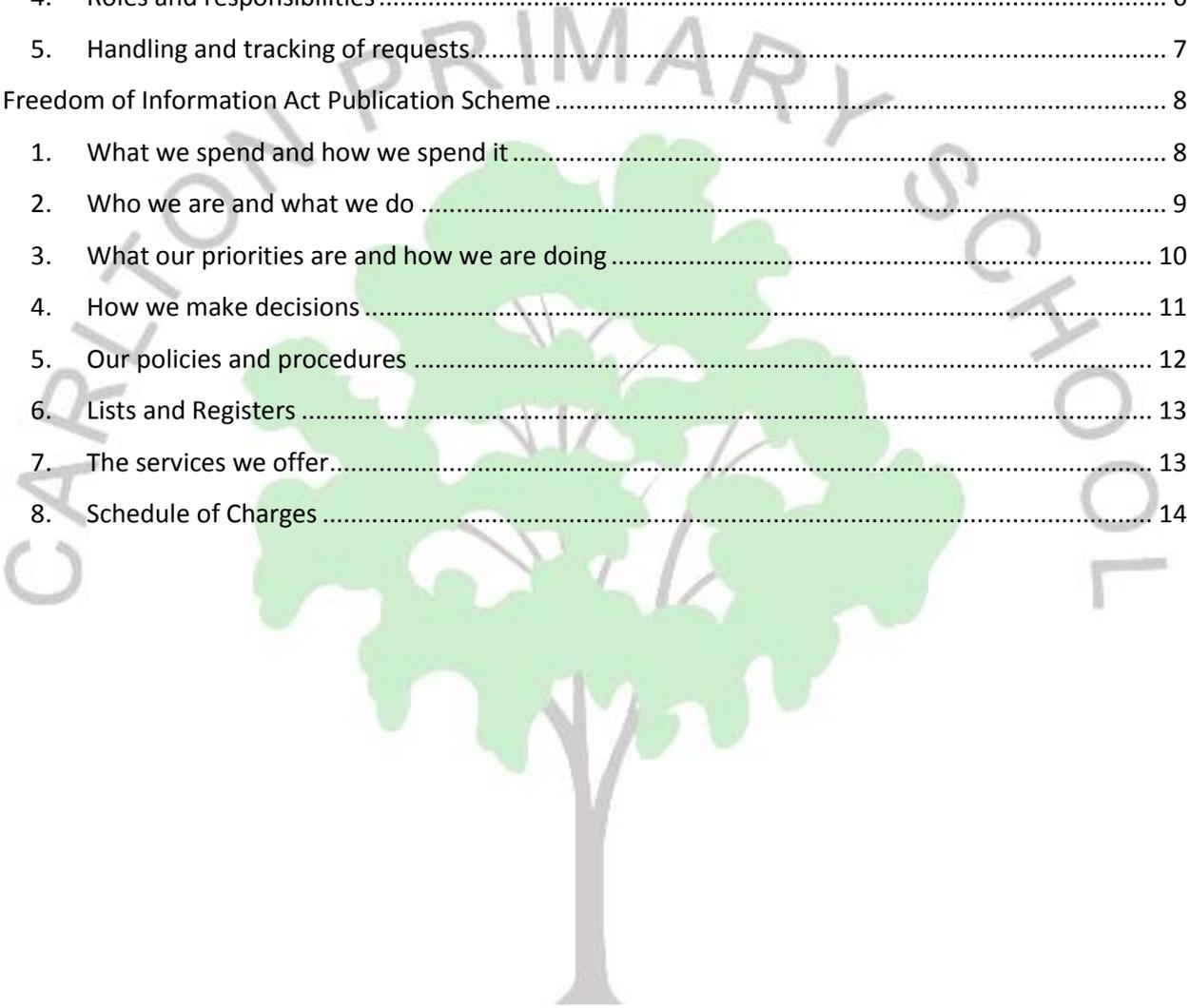
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Freedom of Information / Environmental Information Regulations

Suggested School Policy (in conjunction with 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 Carlton 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.

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 Carlton 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 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 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, (please refer to publication scheme).
- 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

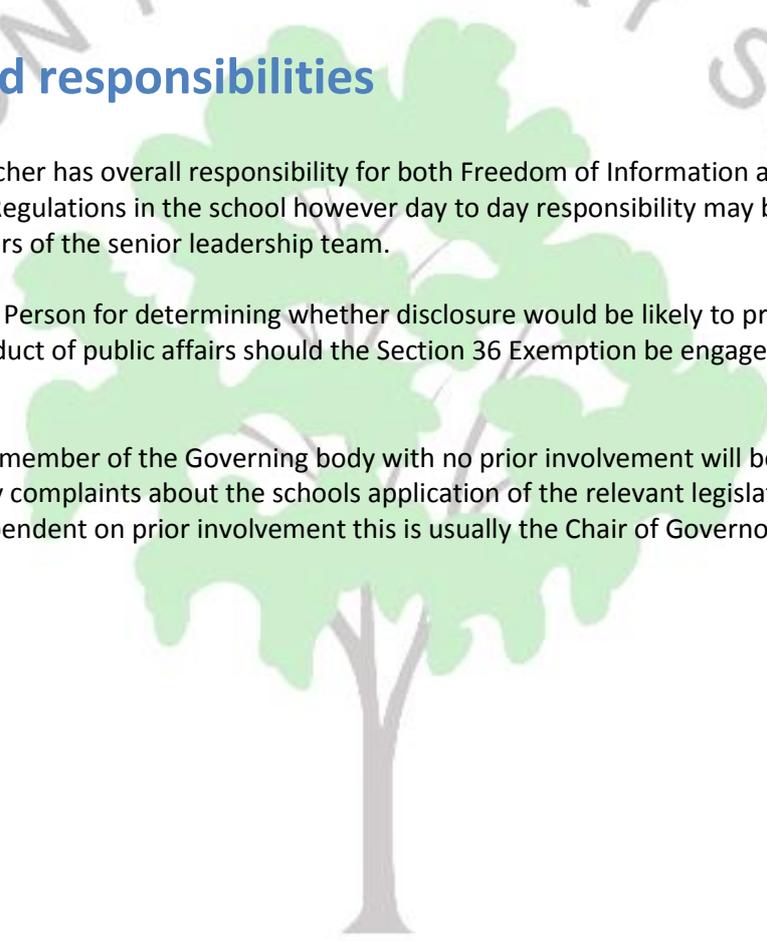
- 3.1 The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 came into force for all public bodies on 1 January 2005 and their purpose is to promote both transparency and access to recorded information.
- 3.2 Anyone can make a request for recorded information.

- 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 Carlton Primary 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 request a review of their response if they remain unhappy with it. The school can be contacted within 2 months 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 545 700 www.ico.gov.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 members of the senior leadership team.
- 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. Dependent on prior involvement this is usually the Chair of Governors.



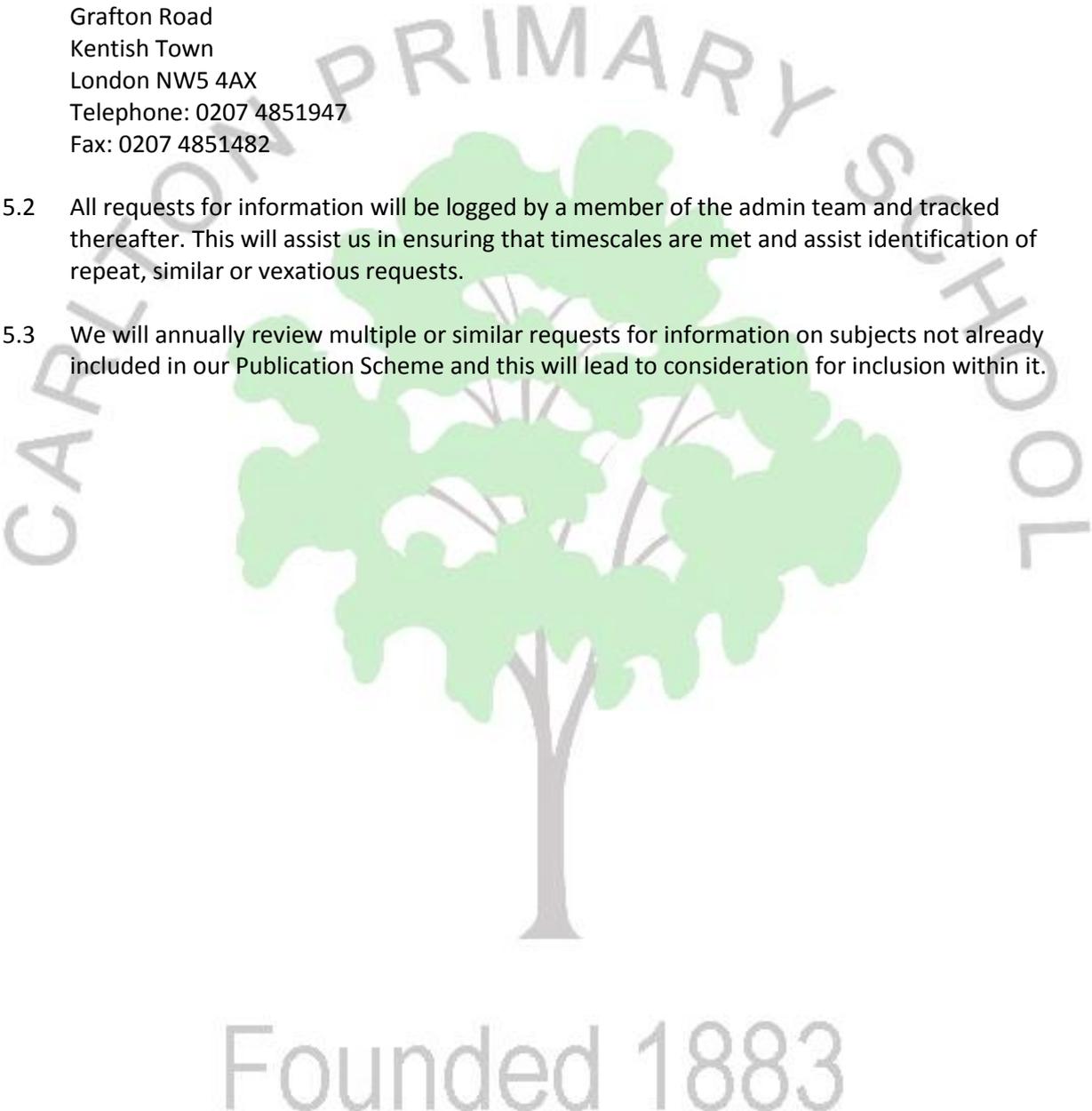
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5. Handling and tracking of requests

- 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@carlton.camden.sch.uk
Grafton Road
Kentish Town
London NW5 4AX
Telephone: 0207 4851947
Fax: 0207 4851482

- 5.2 All requests for information will be logged by a member of the admin team 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.



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Freedom of Information Act Publication Scheme

Carlton Primary School's Publication Scheme under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
<h2>1. What we spend and how we spend it</h2>		
<p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>There is an expectation that information in this class should be made available for at least the current and previous two financial years.</p> <p>This will need to be monitored / maintained.</p>	Hard copy and/or website	Specify / charging schedule
<p>Annual budget plan and financial statements</p>	<p>Pupil premium and Sports grant available on the website</p> <p>All others budgets – hard copy</p>	None
<p>Capital funding</p>	Hard copy	See schedule of charges section
<p>Financial audit reports</p>	Hard copy	
<p>Details of expenditure items over £2000</p> <p>Published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	Hard copy	
<p>Procurement and contracts</p> <p>Details of procurements and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example a local authority or diocese).</p>	Hard copy	

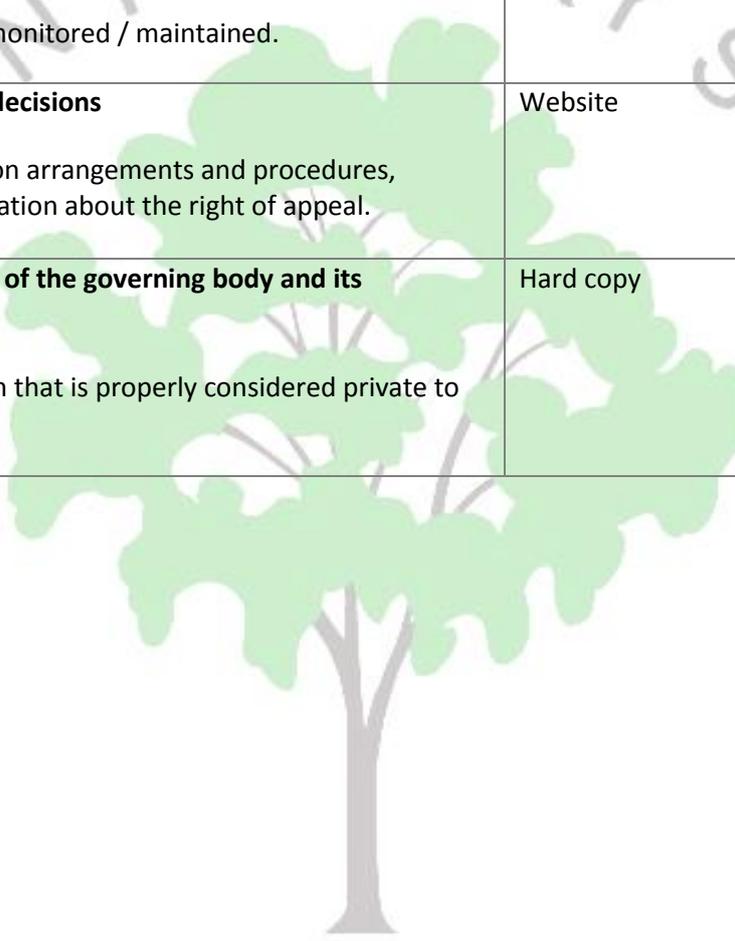
Pay policy	Hard Copy	
Staff allowances and expenses Details of the allowances and expenses that <u>can</u> be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (Senior Leadership Team or equivalent whose basic annual salary is at least £60,000 per annum) by reference to categories.	Hard Copy	
Staff pay and grading structure As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard Copy	
Governors' allowances Allowances that <u>can</u> be incurred or claimed and a record of total payments made to individual governors.	Hard Copy	

Information to be published	How the information can be obtained	Cost
2. Who we are and what we do		
Organisational information, structures, locations and contacts <i>This will be current information only. This will need to be monitored / maintained.</i>	Hard copy and/or website	Specify / charging schedule
Who's who in the school / Location and contact information	Website	none
Who's who on the governing body and the basis of their appointment	Website	none
Instrument of Government / Articles of Association	Website	none
School prospectus (if any)	Hard Copy	See schedule of charges section
Staffing structure	Hard Copy	
School session times and term dates	Website	none

Information to be published	How the information can be obtained	Cost
3. What our priorities are and how we are doing		
<p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p><i>Current information as a minimum. This will need to be monitored / maintained.</i></p>	Hard copy and/or website	Specify / charging schedule
<p>School profile (if any)</p> <p><i>And in all cases</i></p> <ul style="list-style-type: none"> • <i>Performance data supplied to the government or a direct link to the data.</i> • <i>The latest Ofsted report – Summary / Direct link to report on Ofsted website</i> • <i>The latest Ofsted report – Full / Direct link to report on Ofsted website</i> • <i>Post inspection action plan</i> 	Website	None
<p>Performance management policy and procedures adopted by the governing body</p>	Website	None
<p>Performance data or a direct link to it</p>	Website	None
<p>Schools future plans</p> <p>Proposals for and any consultation on the future of the school, such as change in status, plans to federate, safeguarding and child protection.</p>	Website	None
<p>Safeguarding and child protection</p> <p>The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding.</p>	Website	None

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Information to be published	How the information can be obtained	Cost
4. How we make decisions		
<p>Decision making processes and records of decisions</p> <p>There is an expectation for information in this class to be made available for at least the current and previous three years.</p> <p>This will need to be monitored / maintained.</p>	Hard copy and/or website	Specify / charging schedule
<p>Admissions policy / decisions</p> <p>The school's admission arrangements and procedures, together with information about the right of appeal.</p>	Website	None
<p>Minutes of meetings of the governing body and its committees</p> <p>Excluding information that is properly considered private to the meeting.</p>	Hard copy	See schedule of charges section



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Information to be published	How the information can be obtained	Cost
<h2 style="color: #4F81BD;">5. Our policies and procedures</h2>		
<p>Current written protocols, policies and procedures for delivering school services and responsibilities</p> <p>There is an expectation for information in this class to be current information.</p> <p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the government. These will include policies and procedures for handling information requests.</p> <p>This will need to be monitored / maintained.</p>	<p>Hard copy and/or website</p>	<p>Specify / charging schedule</p>
<p>School policies</p>	<p>Hard copy and/or website</p>	<p>See schedule of charges section</p>
<p>Pupil and curriculum policies</p>	<p>Hard copy and/or website</p>	
<p>Records management and personal data policies</p> <p>This will include:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies, privacy notice) 	<p>Hard copy and/or website</p>	
<p>Equality and diversity (including equal opportunities) policies</p>	<p>Website</p>	<p>None</p>
<p>Policies and procedures for the recruitment of staff</p>	<p>Hard copy and/or website</p>	<p>See schedule of charges section</p>
<p>Charging regimes and policies</p>	<p>Website</p>	<p>None</p>

Information to be published	How the information can be obtained	Cost
6. Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register.) This will need to be monitored / maintained.	Hard copy and/or website (some information in this class may only be available by inspection)	Specify / charging schedule
Curriculum circulars and statutory instruments	Hard copy	See schedule of charges section
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers This does not include the attendance register.		

Information to be published	How the information can be obtained	Cost
7. The services we offer		
Information about the services the school offers including leaflets, guidance and newsletters produced for the public and businesses Current information only. This will need to be monitored / maintained.	Hard copy and/or website	Specify / charging schedule
Extra-curricular activities	Hard copy	See schedule of charges section
Out of school clubs	Hard copy	
Services for which the school is entitled to recover a fee, together with those fees	Website	None
School publications, leaflets books and newsletters	Website	None

8. 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 @ 2p per sheet (black & white)	Actual cost - 15p –this includes the use of paper and ink but does not include postage
	Photocopying/printing @ 6p per sheet (colour)	Actual cost - 20p –this includes the use of paper and ink but does not include postage
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute if applicable)

* The actual cost incurred by the school.

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