



# Holy Trinity & S. Silas Primary School Freedom of Information Policy

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

Below is the guide to information available from Holy Trinity & S. Silas Primary School under the model publication scheme prepared and approved by the Information Commissioner's Office (ICO).

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act

## Guide to information available from Holy Trinity & S. Silas Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Website	Free
Who’s who in the school	Website	Free
Who’s who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Hard available on request from school office	5p per sheet for hardcopies + postage
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	N/A	
Annual Report (if any)	N/A	
Staffing structure	Hard copy available from school office	5p sheet + postage
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	

<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hardcopy on request from school office	5p per sheet for hardcopies+ postage
Annual budget plan and financial statements	Hardcopy on request from school office	5p per sheet for hardcopies + postage
Capital funding	Hardcopy on request from office	5p per sheet for hardcopies + postage
Financial audit reports	Hardcopy on request from school office	5p per sheet for hardcopies + postage
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hardcopy on request from school office	5p per sheet for hardcopies + postage
Procurement 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).	Hardcopy on request from school office	5p per sheet for hardcopies + postage
Pay policy	Hardcopy on request from school office	5p per sheet for hardcopies + postage
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hardcopy on request from school office	5p per sheet for hardcopies + postage
Staffing, 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	Hardcopy on request from school office	5p per sheet for hardcopies + postage

junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy on request from school office	5p per sheet for hardcopies + postage
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	Hardcopy available on request from school office or website	5p per sheet for hardcopies + postage
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Website	
Performance management policy and procedures adopted by the governing body.	Hardcopy on request from school office	5p per sheet for hardcopies + postage
Performance data or a direct link to it	Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hardcopy on request from school office	5p per sheet for hardcopies + postage
Safeguarding and child protection	Website	
<b>Class 4 – How we make decisions</b>	Hardcopy on request from	

(Decision making processes and records of decisions)  Current and previous three years as a minimum	school office	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hardcopy on request from school office	5p per sheet for hardcopies + postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only. 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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.	Many are available on the website. Hard copies of policies are available on request from the school office	5p per sheet for hardcopies + postage
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Website or Hardcopy on request from school office	5p per sheet for hardcopies + postage
Charging regimes and policies.	Website	

<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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>		
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Hard copy some information may only be available by inspection)</p>	<p>5p per sheet for hardcopies + postage</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Hardcopy on request from school office</p>	
<p>Disclosure logs</p>	<p>N/A</p>	
<p>Asset register</p>	<p>Available to view in school office</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Available to view in school office</p>	
<p><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)</p> <p>Current information only</p>	<p>Website</p>	
<p>Extra-curricular activities</p>	<p>Website, school newsletter</p>	
<p>Out of school clubs</p>	<p>Website, school newsletters</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Website – Charging &amp; Remissions Policy</p>	

School publications, leaflets, books and newsletters	Website	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Procedure owner:	Holy Trinity & S. Silas Primary
Approving Body:	School Governing Body – Resources Committee
Date Approved:	24 March 2022
Effective date:	24 March 2022
Review date:	March 2023

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#### **REQUESTING INFORMATION**

The school aims to put as much information as possible online so, if you are looking for information, in the first instance please consult the school website: <https://www.holytrinitynw1.camden.sch.uk/>

If you require a paper version of any of the documents within the scheme, please contact the school by email, telephone, or letter.

If the information you are looking for is not available via the scheme and is not on our website, please contact the school office to assess whether it is available.

Contact details:

Email: [admin@holytrinitynw1.camden.sch.uk](mailto:admin@holytrinitynw1.camden.sch.uk)

Tel: 020 72670771

Address: Holy Trinity & S. Silas Primary School, Hartland Road, London NW1 8DE

## **SCHEDULE OF CHARGES**

Information published on our website is free, although you may incur costs from your Internet service provider (ISP). If you do not have Internet access, you can access our website using a local library or an Internet café.

If you require a paper copy of the information on our website, we will provide this at a cost of £0.05 per sheet for black and white copies. Colour copying costs are considerably more expensive so please contact the office for a specific price. The cost of copying is based on the cost per sheet and machine rental prices from our provider plus the cost of paper. The cost of any postage will be recharged at cost. If the provision of information incurs significant costs, or if help is needed to provide information in another format, we will discuss charges, including a possible allowable administration fee, before fulfilling the request.

## **COMPLAINTS:**

If you are not satisfied with the assistance that you get, please raise this with us in the first instance.

To make a complaint, please contact our independent data protection officer Claire Mehegan – [claire.mehegan@london.anglican.org](mailto:claire.mehegan@london.anglican.org)

Alternatively, you can refer a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Status**

- Reviewed by: School Governing Body – resources committee
- Last review: 24 March 2022
- Next Review: March 2023