



Freedom of Information Publication Scheme Policy

Holy Trinity and S. Silas

Our Mission Statement

Holy Trinity and S. Silas School was founded by the Church in 1847 to serve the community and to provide an education for every child in the area.

We offer all our children an education of the highest quality taught through the arts and lived through the principles and practice of the Christian faith. We provide a place where all children and adults know their contribution is valued and where they can develop their own faith in God and in one another.

We aim to help every child develop to their full potential, to achieve highly, succeed, and grow in confidence and abilities. Our inspiring curriculum provides all the skills every child will need for life, it develops their self-confidence, awakens their imagination and encourages them to think independently.

We value the diversity of backgrounds and cultures which enrich our life and help our school become the unique place it is. The life of our school is integral to that of the Parish: we both contribute to our local community and benefit from it in our achievements.

It is in this way that we prepare our children for the future and fulfil our school motto: 'Fortis in Fide' (*Strong in the Faith*).

"And let us consider how we may spur one another on toward love and good deeds, but encouraging one another-and all the more as you see the Day of the Lord approaching." (Hebrews 10.25)



Freedom of Information Publication Scheme Policy

(The governing body is responsible for maintenance of this scheme)

Rationale

With effect from 1 January 2005 the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) came fully into force. Holy Trinity & S. Silas School is committed to openness and is clear and proactive about the information it makes public, but also recognizes the need to protect sensitive information in certain circumstances. Even where certain exemptions apply, information will still be released if it is in the public interest to do so.

Purpose

The purpose of the policy is to ensure that the provisions of the Freedom of Information Act 2000 are adhered to. The school is duty bound to provide advice and assistance to anyone requesting information. Requests can be made under either (a) Data Protection Enquiry (DPA), (b) Environmental Information Regulations Enquiry (EIR) or (c) Freedom of Information Enquiry (FOI).

We will ensure that we:

- Routinely published information about the school is made available to the public
- Requests for other information are dealt with within the statutory timescales of the appropriate legislation and apply appropriate consideration as to whether or not the information should be released. In some case there may be exemptions or exceptions.

2. Publication Scheme

Section 19 to of the Freedom of Information Act 2000 requires school to adopt and maintain a publication scheme approved by the Information Commissioner, which relates to the publication of information by the school in accordance with the publication scheme

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

The Information Commissioner has produced both a model publication scheme and guidance for schools which reference to classes of information as listed below.

Class of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

The classes of information will generally not include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available on our website to download and print off or available in paper form. 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.

1. School Prospectus – information published in the school prospectus.
2. Governors' Documents – information on governing body documents.
3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
4. School Policies and other information related to the school - information about policies that relate to the school in general.

The School Prospectus and Policy documents held by the school can be viewed on the Holy Trinity & S. Silas School website [http: www.holytrinitynw1.camden.sch.uk](http://www.holytrinitynw1.camden.sch.uk)

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may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Categories of Information Published

All information in our publication scheme is either available on our website to download and print off or available in paper form.

In accordance with the Publication Scheme the classes of information that we undertake to make available are organised into four broad topic areas as follows:

1. School Prospectus – information published in the school prospectus.
2. Governors' Documents – information on governing body documents.
3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
4. School Policies and other information related to the school - information about policies that relate to the school in general.

The School Prospectus and Policy documents held by the school can be viewed on the Holy Trinity & S. Silas School website [http: www.holytrinitynw1.camden.sch.uk](http://www.holytrinitynw1.camden.sch.uk)

How to Request Information

1. Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.
2. If you require a paper version of any of the documents within the scheme, please contact the school by letter or email to Freedom of Information Officer, Holy Trinity & S. Silas School, Hartland Road, London NW1 8DE

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST” (in CAPITALS)

Any requests for Freedom of Information paperwork will be charged at cost for reprographics, paper and postage.

3. If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school. Requests should be made in writing addressed to Freedom of Information Officer or emailed to:

admin@holytrinitynw1.camden.sch.uk and include the enquirer's name and correspondence address with a description of the information requested.

4. On receipt of a request the designated person will:

- Decide whether the request is a request under DPA, EIR or FOI
- Decide whether the school holds the information or whether the request should be

transferred to another body if the information is not held by the school.

- Provide the information if it has already been made public.
- Consider whether a third party's interests might be affected by disclosure and if so consult them.
- Consider whether any exemptions apply and whether they are absolute or qualified.
- Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information.
- Consider whether the request is vexatious or repeated

Provide information in the language in which it is held. If required legally to translate information, we will do so.

5. Requests will be dealt with within twenty days school days, excluding school holidays.

6. The FOI Act covers all information held and is retrospective.

7. The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

8. The enquirer will be informed if the information is not held.

9. All information held by the school must be recorded legibly.

10. The school maintains well managed records and management information to aid the school meet requests.

11. The school will not wilfully conceal, damage or destroy information in order to avoid answering an enquiry.

12. Expressions of dissatisfaction will be handled through the school's existing complaints procedure.

13. The school will maintain records in accordance with the Records Management Society of Great Britain – Local Government Group) Retention Guidelines for Schools.

14. The school will charge applicants a fee in accordance with the FOI Fees Regulations and may include disbursements for photocopying, postage and packaging and costs directly incurred as a result of viewing information. Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not have internet access, you can access our website using a local library or an Internet café.

15. Straightforward enquiries and single copies of information covered by this publication are provided free unless stated otherwise in section 13. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let

you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box. Where enquiries require further consideration or a written response, a charge will be made, the school will send the enquirer a fees notice, the school will not comply with the request until the fee has been paid.

16. The school will maintain a record of requests received, responded to and denied. The governors will review the register annually.

17. If the request is made for a document that contains exempt personal information, the school will ensure that the personal information is removed by applying the redaction procedure.

18. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Senior administration officer via Holy Trinity & S. Silas School.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or Enquiry/Information Line: 01625 545 700

Email: publications@ic-foi.demon.co.uk.

Website: www.informationcommissioner.gov.uk

Conclusion

This Policy should be read in conjunction with the DfE Freedom of Information Act 2000. Adherence to these guidelines will ensure that the governing body comply with the Freedom of Information Act 2000.

<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/FOIA/2004>

Date approved by staff and Governors: 11 March 2020

Reviewed: March 2020