



WILLIAM ELLIS SCHOOL

Freedom of Information / Environment Information Regulations Policy for Schools & Publication Scheme

Approving Body	Personnel & Resources Committee
Adopted	04.05.2016
Date Reviewed	09 May 2019
Review Frequency	Annually
Review Date	Summer 2020
Version	October 2017 FOI/EIR Policy for Schools

Freedom of Information / Environmental Information Regulations (in conjunction with Publication Scheme)

1. Terms of reference

- 1.1 The purpose of this policy is to ensure William Ellis 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 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 www.williamellis.camden.sch.uk 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.
- 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.
- 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. FOI Requests must be made in writing such as by email or post, although EIR request can be made verbally. 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 during term time, 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^[LS1].
- 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 during term time from the receipt date of that request.^[LS2]
- 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^[LS3] 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 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: seeburn@williamellis.camden.sch.uk

Mandy Seeburn – Director of Operations
William Ellis School
Highgate Road
London
NW5 1RN

- 5.2 All requests for information will be logged by Mandy Seeburn – Director of Operations 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.

William Ellis School Publication Scheme under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
<p><u>Who we are and what we do</u></p> <p><i>Organisational information, structures, locations and contacts</i></p> <p><i>This will be current information only. This will need to be monitored / maintained.</i></p>	Hard copy and/or website	Refer to schedule of charges
<p>Who's who in the school / Location and contact information</p>	Website	
<p>Who's who on the governing body and the basis of their appointment</p>	Website	
<p>Instrument of Government / Articles of Association</p>	Hard copy	Refer to schedule of charges
<p>School prospectus (if any)</p>	Website	
<p>Staffing structure</p>	Hard copy	Refer to schedule of charges
<p>School session times and term dates</p>	Website	
<p><u>What we spend and how we spend it</u></p> <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. This will need to be monitored / maintained.</p>	Hard copy and/or website	Refer to schedule of charges

Annual budget plan and financial statements	Hard copy	Refer to schedule of charges
Capital funding	Hard copy	Refer to schedule of charges
Financial audit reports	Hard copy	Refer to schedule of charges
Details on expenditure of items over £5000 Published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Refer to schedule of charges
Procurement and contracts Details of procedures used for the acquisition of goods and services Detail of contracts that have gone through a formal tendering process Possibly 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).	Hard copy	Refer to schedule of charges
Pay policy	Hard copy	Refer to schedule of charges
Information to be published	How the information can be obtained	Cost
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.	In Pay Policy	
Staff pay and grading structure As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as	In Pay Policy	

above) in bands of £10,000; for more junior posts, by salary range.		
<p>Governors' allowances</p> <p>Allowances and that <u>can</u> be incurred or claimed and a record of total payments made to individual governors.</p>	Website	
<p><u>What our priorities are and how we are doing</u></p> <p><i>Strategies and plans, performance indicators, audits, inspections and reviews</i></p> <p><i>Current information as a minimum. This will need to be monitored / maintained.</i></p>	Hard copy and/or website	Refer to schedule of charges
<p>School profile (if any)</p> <p><i>Performance data supplied to the government or a direct link to the data.</i></p> <p><i>The latest Ofsted report – Summary / Direct link to report on Ofsted website</i></p> <p><i>The latest Ofsted report – Full / Direct link to report on Ofsted website</i></p> <p><i>Post inspection action plan</i></p>	Link through school website	
<p>Performance management policy and procedures adopted by the governing body</p>	Hard copy	Refer to schedule of charges
<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.</p>	On website if applicable	
<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	

<p><u>How we make decisions</u></p> <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>	<p>Hard copy and/or website</p> <p>3 years information available</p>	<p>Refer to schedule of charges</p>
<p>Information to be published</p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>Admissions policy / decisions</p> <p>The school's admission arrangements and procedures, together with information about the right of appeal.</p>	<p>Website</p>	
<p>Minutes of meetings of the governing body and its committees</p> <p>Excluding information that is properly considered private to the meeting.</p>	<p>Website</p>	
<p><u>Our policies and procedures</u></p> <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>Refer to schedule of charges</p>
<p>School policies</p>	<p>Hard copy and/or website</p>	<p>Refer to schedule of charges</p>

Policies directly affecting students are on the school website. Personnel copies are available in hard copy or are available to staff on the school intranet.		
Pupil and curriculum policies	Website	
Records management and personal data policies	Hard copy	Refer to schedule of charges
Equality and diversity (including equal opportunities) policies	Website	
Policies and procedures for the recruitment of staff	Hard copy and/or website	Refer to schedule of charges
Charging regimes and policies	Hard copy	Refer to schedule of charges
<u>Lists and Registers</u> Currently maintained lists and registers only (this does not include the attendance register.) This will need to be monitored / maintained. (some information in this class may only be available by inspection)	Hard copy and/or website	Refer to schedule of charges
Curriculum circulars and statutory instruments	Available for inspection	
Disclosure logs	Available for inspection by appropriate person	
Information to be published	How the information can be obtained	Cost
Asset register	Available for inspection by appropriate person	

<p>Any information the school is currently legally required to hold in publicly available registers</p> <p>This does not include the attendance register.</p>	<p>Available for inspection by appropriate person</p>	
<p><u>The services we offer</u></p> <p>Information about the services the school offers including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only. This will need to be monitored / maintained.</p>	<p>Hard copy and/or website</p>	<p>Refer to schedule of charges</p>
<p>Extra-curricular activities</p>	<p>Website</p>	
<p>Out of school clubs</p>	<p>Website</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Website</p>	
<p>School publications, leaflets books and newsletters</p>	<p>Website</p>	

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 @10p per A4 printed side black & white) Photocopying/printing @20p per A3 printed side (black & white)	Paper, time, printing
	Photocopying/printing @25p per A4 printed side (colour) Photocopying/printing @50p per A3 printed side (colour)	Paper, time, printing
	Postage	Actual cost of Royal Mail standard 2 nd class or cost of secure delivery ^[LS4]

Last reviewed by Governing Body	Date / Term / Year
Next revision	Annual / Bi-annual / Tri-annual / Termly
To be reviewed	Date / Term / Year

Owner: owen.rees@camden.gov.uk Date issued: October 2017