



**THE CAMDEN
SCHOOL FOR GIRLS**

Freedom of Information Policy



Lead Staff member:

Agnes Chiano

Link Governor:

Sally Hodgkinson

Approved by:

Finance & Premises Committee

Approved Date:

November 2020

Review Date:

November 2023

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 Camden School for Girls 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. This 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 requires schools to 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
 - 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 every three years 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 give an opinion or judgment that is not already recorded.

- 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 exemption / 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) and if this is the case we will inform the requester and give them 3 months 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 requesters 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 (if Chair is unavailable) 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 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

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 the Bursar to coordinate responses and approve replies.

- 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: CSG@csg.school
Camden School for Girls.
Sandall Road,
London.
NW5 2DB
020 7485 3414

- 5.2 All requests for information will be logged by the school secretary 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.

Camden School for Girls Publication Scheme under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
Who we are and what we do Organisational information, structures, locations and contacts. Current information only		Refer to schedule of charges
School location, contact information and Senior Leadership team	Website	
Governing body composition and biographies	Website	
School prospectus	Website	
School term dates and the school day	Website	
Instrument of Government	Hard copy	Refer to schedule of charges
Details of Camden School Foundation of Frances Mary Buss, the school's associated charitable foundation	Hard copy	Refer to schedule of charges
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.		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
Pay policy	Hard copy	Refer to schedule of charges
Staffing structure	Hard copy	Refer to schedule of charges
Procurement and contracts Details of procedures used for acquisition of goods and services. Details of contracts that have gone through a formal tendering process	Hard copy	Refer to schedule of charges
Foundation of Frances Mary Buss (charity reference number 312763)	Charity Commission website	

Governors' allowances. Allowances that can be claimed	Website	
What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.		
School profile Performance data School improvement plan and equalities objective Ofsted report	Website	
Appraisal policy & procedures	Hard copy	Refer to schedule of charges
Safeguarding and child protection	Website	
How we make decisions Decision making processes and records of decisions		
Admissions policy	Website	
Minutes of meetings of the governing body and its committees Excluding information that is considered private to the meeting.	Hard copy	Refer to schedule of charges
Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.		
School policies Policies directly affecting students are on the school website. Policies affecting staff are available in hard copy or on the school shared drive.	Website and/or hard copy	Refer to schedule of charges
Pupil and Curriculum policies	Website	
Records management and personal data policies	Hard copy	Refer to schedule of charges
Equalities policy	Website	
Charging policy	Website	

Lists and Registers Currently maintained lists and registers only. Does not include attendance register.	Available for inspection	
Curriculum circulars and statutory instruments	Available for inspection	
Disclosure logs	Available for inspection by appropriate person	
Asset register	Available for inspection by appropriate person	
Any information the school is currently legally required to hold in publicly available registers. This does not include the attendance register.	Available for inspection by appropriate person	
The Services We Offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Website	
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with that fee	Website	
School publications, leaflets, books and newsletters.	Website	

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