

Christ Church NW1

Christ Church CE School



Freedom of Information Policy

Christ Church

CE Primary School

Regents Park

NW1 4BD

Mission Statement

The Christian Faith is at the heart of our school community. At Christ Church we care for each other and learn together.

Christ Church is a small, caring school which is committed to a broad, balanced curriculum and to a continual raising of standards. We aim to contribute to the spiritual, moral, cultural, mental and physical needs of every individual.

We are a Church of England school, with a strong commitment to the teaching of Christianity whilst supporting a multi-faith approach to the curriculum. We recognise, value and celebrate the rich cultural diversity that exists in our school.

The Christian ethos of the school is reflected in our positive, disciplined and calm atmosphere. We believe that effective learning takes place when children work in a purposeful and stimulating environment that supports a wide range of learning styles. Mutual respect between adults and children promotes excellent behaviour and well developed social skills. With this approach we seek to achieve high academic standards.

We aim to cater for each individual, taking particular account of any specific needs or abilities. We endeavour to ensure that all our children fulfil their potential and, within this context, we emphasise health and safety, enjoyment and achievement and the beginnings of responsibility for themselves and others. These skills will be carried forward to the next phase of education and throughout life.

The whole school community is committed to a collective responsibility for the implementation of the values inherent in this statement.

Our School Aims - **Every Child Matters**

The Ethos of the School

The school aims to provide a positive, disciplined, purposeful environment, within a Christian context. We aim to teach children to be caring, to exhibit good behaviour and appropriate social skills and to begin to take responsibility for themselves and others.

The Values of the School

The School aims to value every child and to contribute to the Spiritual, Moral, Cultural, Mental and Physical wellbeing of our whole school community. We value the diversity of our community and we aim to promote the health and safety of everyone.

The Standards of the School

The School aims to teach a balanced Curriculum and to ensure that each child fulfils his or her potential. We aim to provide teaching and learning of a high standard. We believe that this is achieved when pupils are highly motivated, enjoy coming to school, and are appropriately challenged.

Date of policy: Autumn 2019

Review date: Autumn 2021 (unless there is a significant change in the law)

Freedom of Information / Environmental Information Regulations

1. Terms of reference

1.1 The purpose of this policy is to ensure Christ Church 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 as a separate document 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 two 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 giving 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 exemptions / exception allows for an extension in the response timescale we will inform applicants.
- 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 30 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.

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 a Governor.
- 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: email@address or Christ Church Primary School, Redhill Street, Camden, London, NW1, 4BD.

5.2 All requests for information will be logged by the school office 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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| Last reviewed by Governing Body | April 2019 |
| Next revision | Annual April 2020 |
| To be reviewed | Date / Term / Year |