



Saint Jérôme
Church of England
Bilingual School

Freedom of Information Policy

Policy created:	March 2023
Policy reviewed and updated:	September 2026
Date of next review:	September 2028
Review cycle:	Every 2 years, reviewed by the School Business Manager and Data Protection Officer.
Linked policies:	Data Protection Policy, Complaints Policy, Charging and Remissions Policy.

Version history

Date	Version	Summary of changes
March 2023	V1	Original policy, based on the ICO's model publication scheme. Review date of March 2025 was not met.
September 2026	V2	Confirmed the ICO's model publication scheme is unchanged since 2023, so its seven classes are retained largely as before. Added the statutory response deadline (20 working days, or 20 school days if shorter), which the previous version did not state. Sharpened the opening framing to name academy trusts explicitly, since 'maintained schools' alone does not describe Saint Jérôme's status, though both are separately covered by the Freedom of Information Act 2000. Corrected the data protection officer's name: the previous version read 'Claire Meghen'; the correct name, matching how she is named by other LDBS schools she serves, is Claire Mehegan (LDBS's GROW Data Protection Officer). Put into house format.
September 2026	V3	Checked directly against a current (November 2025) comparator policy from Laycock Primary School, built on the same ICO model, after this was not done in the first pass. Added the section 12 statutory cost limit (£450, 18 staff hours at £25/hour), a real limit on the school's duty to comply that the previous version omitted entirely, not just a charging note. Added Articles of Association, Data Protection Impact Assessments, an Annual Report line, and a CCTV camera location entry to the classes of information, all present in the comparator but missing here. Added the Data Protection Officer's email address.

Headteacher:

Kate Schutte

.....
(Kate Schutte)

Co-Chairs of Governors: Approved by Governors on 17th September 2026
(Vas Lappas and Edward Stowell)

1. Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities should be clear and proactive about the information they will make public. Maintained schools and academy trusts, including Saint Jérôme Church of England Bilingual School, are both separately covered as public authorities under FOIA.

Below is the guide to information available from Saint Jérôme Church of England Bilingual School under the model publication scheme prepared and approved by the Information Commissioner's Office (ICO). This is the only approved model publication scheme; schools are expected to adopt it as published, without editing its structure.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below
- To specify the information which is held by the school and falls within the classifications below
- 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 school 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 school that has been requested, and any updated versions it holds, unless the school 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 wishes to re-use it, to license that re-use.

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.

2. Guide to Information

Class One: Who We Are and What We Do

Information	How to obtain it	Cost
Who we are	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
What we do	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Who's who: teachers and admin team	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Who's who: school governors and the basis of their appointment	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Articles of Association	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Contact details	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Named contact details, including the Headteacher	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
School prospectus	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Staffing structure	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
School session times and term dates	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Address of school and contact details, including email address	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy

Class Two: What We Spend and How We Spend It

Information	How to obtain it	Cost
Annual budget plan and financial statements	DfE Schools' Financial Benchmarking service: schools-financial-benchmarking.service.gov.uk	Free
Capital funding	DfE School Capital Funding report: gov.uk/guidance/school-capital-funding	Free
Financial audit reports	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Details of expenditure items over £2,000	Hard copy on request from the school office / £0.05 per page	£0.05 per page
Procurement and contracts the school has entered into	Hard copy on request from the school office / £0.05 per page	£0.05 per page
Pay policy	Hard copy on request from the school office / £0.05 per page	£0.05 per page
Staff allowances and expenses claimed, with totals paid to individual SLT members whose basic salary is at least £60,000 p.a.	Hard copy on request from the school office / £0.05 per page	£0.05 per page
Staffing, pay and grading structure (bands of £10k for SLT, salary range for more junior posts)	Hard copy on request from the school office / £0.05 per page	£0.05 per page
Governors' allowances claimed and total payments to individual governors	Hard copy on request from the school office / £0.05 per page	£0.05 per page

Class Three: Our Priorities and How We Are Doing

Information	How to obtain it	Cost
School profile	DfE Get Information About Schools service: get-information-schools.service.gov.uk	Free
Performance data supplied to Government	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Annual Report	Hard copy on request from the school office / £0.05 per page	£0.05 per page
Data Protection Impact Assessments (in full or summary), or other impact assessments (e.g. Health and Safety, Equality)	Hard copy on request from the school office / £0.05 per page	£0.05 per page
Latest Ofsted report	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Post-inspection action plan	Hard copy on request from the school office / £0.05 per page	£0.05 per page
Performance management policy and procedures	Hard copy on request from the school office / £0.05 per page	£0.05 per page
Performance data	DfE Find and Compare Schools service (also hard copy)	Free online / £0.05 per page hard copy
The school's future plans, e.g. proposals and consultations on the future of the school	Hard copy on request from the school office / £0.05 per page	£0.05 per page
Safeguarding and child protection	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy

Class Four: How We Make Decisions

Information	How to obtain it	Cost
Admissions policy	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy

Agendas and minutes of Governing Body and committee meetings (excluding information properly regarded as private to the meeting)	Hard copy on request from the school office / £0.05 per page	£0.05 per page
--	--	----------------

Class Five: Policies and Procedures

Information	How to obtain it	Cost
Records management and personal data policies	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Charging regimes and policies (Charging and Remissions Policy)	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy

Class Six: Lists and Registers

Information	How to obtain it	Cost
Curriculum circulars and statutory instruments	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Details of the locations of any covert CCTV surveillance cameras operated by us or on our behalf	Contact the school office	Free
Disclosure logs	Inspection only; contact the school office	Free
Asset register	Inspection only; contact the school office	Free
Any other information the school is legally required to hold in publicly available registers	Inspection only; contact the school office	Free

Class Seven: Services We Offer

Information	How to obtain it	Cost
Extra-curricular activities	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Out-of-school clubs	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Services for which the school is entitled to recover a fee, and those fees	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
School publications, leaflets, books and newsletters	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
SEND information	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
Pupil Premium information	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy
PE and Sport Premium information	School website: stjeromebilingual.org (or hard copy on request from the school office)	Free online / £0.05 per page hard copy

3. Requesting Information

The school aims to put as much information as possible online, so if you are looking for information, please consult the school website in the first instance: stjeromebilingual.org

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: office@stjeromebilingual.org. Tel: 020 3019 6363. Address: 120–138 Station Road, Harrow, Middlesex HA1 2DJ.

4. Statutory Response Time

The school will respond to a valid request for information as soon as possible, and in any event within 20 school days, or 60 working days, whichever is shorter, from the date the request is received. A working day excludes Saturdays, Sundays and bank holidays. Where the school is unable to meet this deadline, we will explain why, including an estimated timeframe for providing the information.

5. Schedule of Charges

Information published on our website is free, although you may incur costs from your own internet service provider. If you do not have internet access, you can access our website using a local library.

If you require a paper copy of information on our website, we will provide this at a cost of £0.05 per sheet for black and white copies. Colour copying costs more; 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 providing 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.

The Act recognises that Freedom of Information requests are not the only demand on the school's resources, and should not drain the school's time, energy and finances to the extent that they negatively affect its normal functions. The current cost limit for complying with a request, or a linked series of requests from the same person or group, is £450; the school reserves the right to refuse a request if we estimate that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

When estimating the cost of compliance, we take into account the cost of determining whether we hold the information, finding the requested information or records containing it, retrieving the information or records, and extracting the requested information from records. We rate staff time at £25 per person per hour, regardless of who does the work, including external contractors; this means a limit of 18 staff hours.

If section 12 could apply, we will confirm this in writing, say whether we hold the information, and give the requester the option to either refine their request, with an explanation of why the limit would be exceeded and what information, if any, may be available within the limit, or choose to meet the cost of compliance, including communication costs and £25 an hour for staff time taken to print, copy or send the information.

6. Complaints

If you are not satisfied with the assistance you receive, please raise this with us in the first instance. To make a complaint, please contact our Data Protection Officer, Claire Mehegan, LDBS's GROW Data Protection Officer, at claire.mehegan@london.anglican.org.

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

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