



Swiss
Cottage
School
Development &
Research Centre

Inclusive
Nurturing
Inspiring

Freedom of Information (Fol) Policy (including Publication Scheme)

Date policy reviewed:	September 2024
People involved in writing this policy:	Senior Leadership Team School Governors
Person responsible:	Vice Principal
Committee Responsible:	Finance, Premises and HR Committee
Display/ Availability:	School website From the school on request
Next review date:	September 2025

Policy Objectives:

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they make public.

To do this we must produce a publication scheme, setting out: The classes of information which we publish or intend to publish; The manner in which the information will be published; and Whether the information is free of charge or on payment

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example, personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential sensitive/personal data, for example about children or members of staff. This publication scheme conforms to the model school for schools approved by the Information Commissioner.

Introduction

The school aims:

- to provide a caring, disciplined and challenging environment that stimulates the intellectual, emotional, physical, moral and spiritual growth of the pupils;
- to enable each child, whatever their ability, to recognise their own worth and to accept their responsibilities to society;
- to provide a broad and stimulating curriculum, which seeks to develop lively, inquiring minds, and enables children to understand the society in which they live;
- to nurture those basic skills and concepts which are necessary for future education and development;
- to encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning;
- to enable children to strive for excellence

and this publication scheme is a means of showing how we are pursuing these aims.

Categories of Information Published

The publication scheme guides you to information which we currently publish or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. There are contained below.

The classes of information that we undertake to make available are organised into five broad topic areas:

School Prospectus - information published in the school prospectus.

Governors' Documents - information published in governing body documents.

Pupils & Curriculum - information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

Specific Requests

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 which cannot be answered as a 'business as usual' request. We will answer requests quickly and informally as 'business as usual' where possible.

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 give an opinion or judgment that is not already recorded.

3.4 We will acknowledge receipt of requests within 3 school days during term time, and as soon as practicable during school holidays. Where needed we will 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 timescale is 20 school days or 60 working days whichever is the shorter. The Data Protection Advice Team will help you calculate this if required. 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 (unless a specific exemption permits a neither confirm nor deny response to be made). 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.

3.7 All responses will explain how to request an Internal Review and how to contact the Information Commissioner's Office if the requester is unhappy with the outcome of their Internal Review. A review can be requested within 2 months from the date of the response.

3.8 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.

3.9 The Information Commissioner (ICO) (Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 01625 545 700 www.ico.org.uk) is the FOIA and EIRs regulator. The school will abide by the decisions of the Information Commissioners Office unless it appeals to the Information Tribunal.

4.0 How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below:

Email: admin@swisscottage.camden.sch.uk Tel: 020 7681 8080

Contact Address: Swiss Cottage School, Development and Research Centre 80 Avenue Road, London NW8 6HX

4.1 Handling and tracking of requests

Requests for information under 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. DPO@swisscottage.camden.sch.uk

4.2 All requests for information will be logged and tracked to ensure that timescales are met and to assist identification of repeat, similar or vexatious requests.

4.3 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.

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

Paying for Information

Single copies of information covered by this publication are provided free unless stated otherwise below. 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.

Classes of Information Currently Published

School Website: This section sets out specific information published on the school website, in accordance with the School Information (England)(Amendment) Regulations 2012.

Class	Description
Specified information on school website	<ol style="list-style-type: none"> 1. The name, postal address and telephone number of the school, and the email address where enquiries should be addressed. 2. (a) the Admissions Policy, any oversubscription criteria and an explanation of the process or applying for a school place; or (b) information as to where and by what means parents may access that information in the local authority's prospectus published on their website 3. Information as to where and by what means parents may access the most recent report about the school published by her Majesty's Chief Inspector of Education, Children's Services and Skills 4. The school's most recent key stage results 5. The school curriculum 6. The measures determined by the Principal under section 89 of the Education and Inspections Act 2006 (determination by Principal of behaviour policy) 7. The amount of the school's allocation from the Pupil Premium grant in respect of the current academic year and: details of how it is intended that the allocation will be spent; details of how the previous academic year's allocation was spent. 8. The school's Charging and Remissions Policy determined by them under section 457 of EA 1996. 9. A statement of the school's ethos and values.
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the Governing Body • The manner in which the Governing Body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect

School Policies and other information related to the school: This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report.
Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example, school publications, music tuition, trips.
Term Dates	Dates of school terms and holidays.
Health and Safety Policy	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
Complaints Procedure	Statement of procedures for dealing with complaints.
Performance Management of Staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff (Staff Appraisal).
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance (Capability, Disciplinary and Grievance Procedures).

Specific Requests

Class	Description
	For any specific request outside the above classes, please contact the Principal or Vice Principal. The response will be prepared in conjunction with advice and guidance from Camden Council.

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 Principal.