



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

# Freedom of Information Policy & Publication Scheme

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## Introduction

This publication scheme commits St Michaels CE Primary School (the School) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below (and at Appendix 1), where this information is held by the School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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
- The school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act 2000. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Classes of information**

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

The school outlines in this policy to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## 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 and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for:

- information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act 2000, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information. Further details are set out at **Appendix 2**.

## Written requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

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

Email : [admin@stmichaelsn6.com](mailto:admin@stmichaelsn6.com) Tel: 0208 340 7441

Contact Address: North Road, London, N6 4BG

Web: <https://stmichaelsn6.com/>

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" .

## Appendix 1

### Guide to information available from St Michael's CE Primary School under the publication scheme.

<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts	How information is published
Who's who in the school	Hard copy/website
Names of Governing body, its structure and Governors responsibilities, committee membership, financial and business interests	Hard copy/website
Instrument of Government	Hard/digital copy
School contact details for the Head teacher/Governing body	Hard copy/website
Governors' Code of Conduct	Hard copy/website
Full Governing Body Minutes Part 1	Hard copy/website
Staffing structure	Hard/digital copy
School session times and term dates	Hard copy/website
School's ethos and values statement	Hard copy/website
Numbers on school role	Hard/digital copy
Information on admissions	Hard/digital copy

<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum	How information is published
Annual budget plan and financial statements	Hard/digital copy
Capital funding	Hard/digital copy
Additional funding	Hard/digital copy
Charging and Remissions Policy	Hard copy/website
Finance Policy	Hard/digital copy
Pay policy	Hard/digital copy
Governors' Register of Pecuniary Interests	Hard copy/website
Financial audit reports	Hard/digital copy
Pupil Premium	Hard copy/website
Sports Premium	Hard copy/website

<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews. (Current information as a minimum)	How information is published
DfE Performance Tables	Hard copy/website
EYFS Data	Hard copy/website
Year 1 Phonics Data	Hard copy/website
Keys Stage 1 SATs results with national summary figures	Website
Key Stage 2 SATs results with national summary figures	Website
The Ofsted report <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> </ul>	Website
Performance management policy and procedures adopted by the governing body.	Hard/digital copy



<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions. (Current and previous three years as a minimum)	How information is published
Admissions policy	Hard copy/website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy/website
Minutes of governing body meetings (excluding information that is properly regarded as private to the meetings).	Hard copy/website

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How information is published
School policies	Hard copy or website
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	How information is published (some information may only be available by inspection)
Any information the school is currently legally required to hold in publicly available registers (This does not include the Attendance Register)	Hard/digital copy

<b>Class 7 – The Services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	How information is published
Extra-curricular school activities	Hard copy/website
After School Provision	Hard copy/website
School publications	Hard copy/website
Services for which the school is entitled to recover a fee, together with those fees	Hard/digital copy
Leaflets books and newsletters	Hard copy/website

## Appendix 2

### Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the school

*To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be*