

FREEDOM OF INFORMATION POLICY



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Approved by:	Ms Tanya Douglas - Head Teacher	Date: May 2023
	Mrs Tracey Jenkins - Chair of Governors	
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Freedom of Information Act 2000

This is Chace Community School's Publication Scheme on information available under the Freedom of Information Act 2000.

The Freedom of Information Act 2000 (FoI) came fully into force on January 1 2005. Under the Act, any person has a legal right to ask for access to information held by the school. They are entitled to be told whether the school holds the information, and to receive a copy, subject to certain exemptions.

This publication scheme has been adopted in accordance with the model scheme published by the Information Commissioner's Office.

This publication scheme commits Chace Community 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, 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 authority that has been requested, and any updated versions it holds, unless the authority 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 authority 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. 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 school.

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, 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

Chace Community School will indicate clearly 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 the website. Where it is impracticable to make information available on the 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 an authority 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 school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge, although you may incur costs from your Internet Service Provider.

Charges may be made for information subject to a charging regime specified by Parliament. The Information Commissioner's Office (ICO) provides an exemption, known as the 'appropriate limit', if the cost of providing the information exceeds £450 (not including stationery, printing or postage). This limit is based on 18 hours officer time at a rate of £25 per hour. We will not provide the information requested if this exemption applies. However, we will tell you what information could be provided within the cost limit.

Charges may be made for actual disbursements incurred such as:

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

Unless specified otherwise we will normally charge for stationery, printing and postage costs if they are more than £25. We do not usually charge if they are less than this. However, if you make more than one request in a 12 month period and the cumulative cost of providing the information is more than £25, we will charge you for these costs in that period.

If our stationery, printing and postage costs are more than £25, we will charge if:

- the information is not available in electronic format;
- the information is available in electronic format, but you want us to send you a paper copy

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.

Charges may also be made for 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, or with other statutory powers of the public authority.

We will charge 5 pence per page, plus standard second class postage rates (if the costs of providing the information are more than £25 in a 12 month period).

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

We will tell you how much you need to pay, how to pay, and when we need to receive your payment by. We will hold your request as pending until we receive your payment. We will wait up to 1 month to receive your payment. If we do not receive your payment by the due date, we will close your request. If you still require the information after this date, you will need to make another FOI request.

Written Requests

Information held by Chace Community 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.

Publications Scheme

Class 1- Who we are and what we do

Information held	How the information can be obtained	
	Hard copy	website
School dates and session times	√	√
Contact details	√	√
Who's who in the school - staff list	√	√
Staffing Structure – Teaching & Support Staff	√	
Who's who on the governing body and the terms of their appointment	√	√
Prospectus including our aims and curriculum offer	√	√

Class 2 What we spend and how we spend it

Information held	How the information can be obtained	
	Hard copy	website
Annual budget plan	√	

Class 3- What our priorities are and how well we are doing

Information held	How the information can be obtained	
	Hard copy	website
Government supplied performance data	√	
Latest Ofsted report	√	√
Teachers' Appraisal Policy & Procedures	√	
Support Staff Appraisal Policy & Procedures	√	
Safeguarding, Child Protection & Confidentiality Policy	√	√

Class 4- How we make decisions

Information held	How the information can be obtained	
	Hard copy	website
Agendas of meetings of the Governing Body and its committees	√	
Minutes of meetings (as above (these may be in redacted form)	√	√
Admissions		√

Class 5- Our policies and procedures

Information held	How the information can be obtained	
	Hard copy	website
Accessibility Statement	√	√
Assessment Policy	√	
Attendance Policy	√	
Bullying & Harassment Policy	√	
Careers Education, Information, Advice & Guidance Policy	√	√
Charging & Remission Policy	√	√
Code of Conduct Policy	√	
Complaint Procedure Policy	√	√
Curriculum Principles	√	
Education Visits Policy	√	
Equality Policy	√	√
Exams Policy	√	
Fire Safety Policy	√	
Freedom of Information Policy	√	
Governors' Allowance Policy	√	
Grievance Procedure Policy	√	
Health & Safety Policy	√	
Highly Able Learners Policy	√	
Homework Policy	√	
ICT, Data & Copyright Policy	√	
Induction, Probation & Assessment for Support Staff Policy	√	
Lettings Policy	√	
Literacy Policy	√	
Look After Children Policy	√	
Numeracy Policy	√	
Pay Policy	√	
Positive Behaviour Policy	√	
Pupil Premium Policy	√	√

Reporting & Management of Absence	√	
Safeguarding, Child Protection & Confidentiality Policy to include On Line Safety	√	
SEND Policy	√	√
Shared Parental Leave	√	
Spiritual, Personal & Social Development Policy	√	
Staff Professional Learning & Development Policy	√	
Support Staff Appraisal Policy & Procedures	√	
Teachers' Appraisal Policy & Procedures	√	
Visitor Behaviour Policy	√	
Whistle Blowing Policy	√	

Class 6 – Lists and Registers

Information held	How the information can be obtained	
	Hard copy	website
Asset Register	√	
Register of business Interests	√	√

Class 7 – The Services we offer

Information held	How the information can be obtained	
	Hard copy	website
Extra-curricular activities	√	√
Lettings – see Lettings Policy	√	
Chace Bulletin	√	√

How to request information

Email enquiries@chace.enfield.sch.uk or write to Chace Community School, Churchbury Lane, Enfield, Middlesex, EN1 3HQ clearly marking any correspondence 'FREEDOM OF INFORMATION ACT'. All requests for information will be dealt with in compliance with the 20 working day deadline.

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 Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or

Enquiry/Information Line: 0303 123 1113

Website: <https://ico.org.uk/>