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# THE LATYMER SCHOOL

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## FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

Policy produced by	Ms Whitehorn, Governing Body
<b>Policy Passed by Governors</b>	November 2016
Review date of policy	March 2017

## FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

### FREEDOM OF INFORMATION POLICY

#### Introduction

The Latymer School (“the School”) is committed to the Freedom of Information Act 2000 (“FOIA”) and to the principles of accountability and the general right of access to information, subject to legal exemptions. This Policy outlines our response to the Act and a framework for managing requests.

#### Requests Made Under the FOIA

Any request for information that is outside of the Publication Scheme of the School, and outside of the normal course of business for the School will be dealt with under the FOIA, whether or not the Act is specifically mentioned.

#### Procedure

All requests that are to be dealt with under FOIA will be sent to the Head who will be tasked with responding to the request. The Head will assess the request, and decide whether the information should be released, or if any of the exemptions set out in the Act apply to the whole or part of the information requested.

The Head will contact the person who made the request as soon as possible, and in any event, within 20 working days of receipt of the request, either providing the information, or stating that some or all of the information is being withheld. Where information is withheld, the response shall state the exemption relied upon, and a summary of why the School is of the view that the exemption cited applied to that information. Where the application of an exemption requires the application of the public interest test, the Head will also provide a summary of the factors taken into account when forming the view that withholding the information is in the public interest.

#### Calculation of Time Limit

In accordance with the Freedom of Information (Time for Compliance with Requests) Regulations 2010 (SI 2010/2768), the 20 working days’ time limit shall include only days when pupils are in school, and therefore excludes school holidays and INSET days, provided always that a response should be received within 60 days of the original request.

#### Appeal

If an individual making a request is unhappy with the response received, they can lodge an appeal with the Information Commissioner's Office. They can be contacted as follows:

ICO helpline: Open between the hours of 9am and 5pm, Monday to Friday, 0303 1231113 or 1625 545745  
Enquiry/Information Line: 01625 545745 Fax: 01625 524510

By Post: The Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

By Email: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

#### Review and Update

This Policy will be reviewed annually. Updated May 2015.

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### INTRODUCTION

The Latymer School is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions.

### WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

One of the aims of the Freedom of Information Act 2000 ("FOIA") is that public authorities, including Academies, should be clear and proactive about the information they will make public. To do this the School must produce a publication scheme, setting out:

- The classes of information which the School publishes or intends to publish
- Whether the information is available free of charge or on payment
- The manner in which the information will be published

The Publication Scheme covers information already published and information which is to be published in the future. All information in our Publication Scheme is available for you on the School's website to download and print off. Some information which is held by the School may not be made public, for example personal information. Minutes of governing body meetings are available on written request. This Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner.

### AIMS AND OBJECTIVES

The School aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child
- Help every child develop the skills, knowledge and personal qualities needed for life and work

The Publication 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 Publication 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 Publication 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 School is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

### 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'. These are contained in section 6 of this Publication Scheme.

The classes of information that we undertake to make available are organised in to the following topic areas:

- I. **Who we are and what we do**
- II. **What we spend and how we spend it**
- III. **What our priorities are and how we are doing**
- IV. **How we make decisions**
- V. **Our Policies and Procedures**
- VI. **Lists and Registers**
- VII. **The services we offer**

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under FOIA, 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.

#### **HOW TO REQUEST INFORMATION**

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

Contact Address:                   The Latymer School  
  Haselbury Road  
  Edmonton  
  London N9 9TN

Telephone:                         020 8807 4037  
Fax Number:                       020 8887 8111  
Email:                               [FOI@latymer.co.uk](mailto:FOI@latymer.co.uk)  
Website:                            [www.latymer.co.uk](http://www.latymer.co.uk)

#### **PAYING FOR INFORMATION**

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have the internet, you can access our website using a local library or an Internet Café. Single copies of information covered by this Publication Scheme are provided free unless stated otherwise. 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 printed publications or videos, we will let you know the cost before fulfilling your request.

#### **FEEDBACK AND COMPLAINTS**

We welcome any comments or suggestions you may have about the Publication Scheme. If you want to make any comments or if you require further assistance or wish to make a complaint then initially this should be addressed to the Head at The Latymer School.

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 FOIA and that deals with formal complaints. They can be contacted as follows:

ICO helpline: Open between the hours of 9am and 5pm, Monday to Friday, 0303 1231113 or 1625 545745

Enquiry/Information Line: 01625 545745 Fax: 01625 524510

By Post: The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
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By Email: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

#### Review and Update

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