



Chase Side Primary School

Freedom of Information Policy

**REVIEWED AND ADOPTED BY THE GOVERNING BODY OF
CHASE SIDE PRIMARY SCHOOL ON THE 8TH MAY 2024**

Review date: May 2026

Our Ethos

Our ethos encompasses being welcoming, inclusive, friendly, caring and ensuring that working together underpins everything we do.

Everyone has the right to expect and benefit from this ethos and these values are demonstrated in all aspects of school life. Everyone who is part of or who visits our learning community is asked to adhere to our values and ethos.

Our Vision

- Developing confident lifelong learners
- Embracing and valuing our diversity
- Making a positive impact in our community

Our Values

The shared values of our school include:

- Kindness
- Respect
- Friendship
- Honesty
- Resilience

Stronger Together !

As required by the Information Commissioner's Office, this Policy consists of two elements:

1. The Model Publication Scheme issued by the ICO which must be adopted in its entirety, without any alterations.
2. The Guide to Information which details specific information which is available from the School under the Model Publication Scheme.

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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 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, 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 authority 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 a public authority, 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, a public authority 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 authority 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.

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.

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.

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.

Written requests

Information held by a public authority 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.

Freedom of Information Guide to information available from Chase Side Primary School under the Model Publication Scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
Who's who in the school (named contacts with telephone number and e-mail addresses)	Hard Copy: Contact School Office School prospectus Website: www.chaseside.enfield.sch.uk	Free
Head teacher's contact details	Contact School Office School prospectus Website: www.chaseside.enfield.sch.uk	Free
Who's who on the Governing Body and the basis of their appointment	Hard Copy: Contact School Office School prospectus Website: www.chaseside.enfield.sch.uk	Free
Governing Body's contact details	Hard Copy: Contact School Office School prospectus	

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	Website: www.chaseside.enfield.sch.uk	
Instrument of Government / Articles of Association	Contact School Business Manager	Free
School prospectus	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free
Staffing structure	Hard Copy: Contact School Office Our Staff list is available as follows: Hard Copy: Contact School Office School prospectus Website: www.chaseside.enfield.sch.uk Office.	Free
School session times and term dates	Hard Copy: Contact School Office School prospectus Website: www.chaseside.enfield.sch.uk	Free

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Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum			
Annual budget plan and financial statements	Contact School Business Manager		Free
Capital funding	Contact School Business Manager		Free
Financial audit reports	Contact School Business Manager		Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact School Business Manager		On application
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, the local authority).	Contact School Business Manager		On application
Staff Pay – details of senior staff salaries in bands of £5000. For other posts, identify levels of pay by salary range.	Contact School Business Manager		Free

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<p>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.</p>	<p>Contact School Business Manager</p>	<p>On application</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Contact School Business Manager</p>	<p>On application</p>
<p>Details of any premiums we receive such a pupil premium.</p>	<p>Website: www.chaseside.enfield.sch.uk Contact School Business Manager</p>	<p>On application</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum</p>	<p>Governor's annual report is on the school website www.chaseside.enfield.sch.uk</p>	<p>Free</p>

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Latest report from OFSTED, including summary, full report and post-inspection action plan	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free
Assessment results	Contact School Business Manager	On application
Data Protection Impact Assessments (in full or summary format) or any other impact assessments (for example, Health and Safety Impact Assessments, Equality Impact Assessments, etc.) as appropriate and relevant.	Contact School Business Manager	On application
School profile and performance data supplied to the Government	Contact School Business Manager	On application
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy: Contact School Office	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy and, where applicable, decisions, for example, application	Please refer to LA Admissions Policy	N/A

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<p>numbers/patterns of successful applicants, including criteria on which applications were successful (not individual admission decisions).</p>		
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as confidential to the meetings).</p>	<p>Contact School Business Manager</p>	<p>On application</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute by the English government. These will include policies and procedures for handling information requests.</p>		
<p>School policies and other documents, such as Behaviour Policy, Anti-Bullying Policy, E-Safety, Values and Ethos, etc.</p>	<p>Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk</p>	<p>Free</p>
<p>Safeguarding and Child Protection, including protecting children's personal data</p>	<p>Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk</p>	<p>Free</p>

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Equality and Diversity	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free
Policies and procedures relating to recruitment and HR	Hard Copy: Contact School Office	Free
Special Educational Needs	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free
Customer service and Complaints Policies and procedures 9 including those covering handling requests for information and operating publication scheme)	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free
Pay Policy	Hard Copy: Contact School Office	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free
Charging regimes and policies.	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p> <p>Curriculum circulars and statutory instruments</p>	<p>Hard Copy: Contact School Office</p>	<p>Free</p>
<p>CCTV – details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.</p>	<p>Hard Copy: Contact School Office</p>	<p>On application</p>
<p>Disclosure logs, that is, information provided to FOIA requests</p>	<p>Inspection only - contact School Office</p>	<p>On application</p>
<p>Asset register</p>	<p>Inspection only - contact School Office</p>	<p>On application</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection only - contact School Office</p>	<p>On application</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

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Extra-curricular activities	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free
Out of school clubs	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free
Services for which the school is entitled to recover a fee, together with those fees, for example, Breakfast Club and After School Club.	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free
Requests for paper copies of information	Hard Copy: Contact School Office	On application
School publications, leaflets, books and newsletters	Hard Copy: Contact School Office Website: www.chaseside.enfield.sch.uk	Free

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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per side(black & white)	Actual cost *

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	Photocopying/printing @ 5p per side (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* actual cost incurred by the school

