

# St Alban's CE Primary School



## Freedom of Information/ Environmental Information Regulations Scheme

May 2025

Renewed: May 2025  
Review: May 2026

Faith Hope Love

# Our school vision



Our vision is that all our pupils should grow in:

**Faith** in God, or be inspired by faith, and in their own ability to fulfil their potential,

**Hope** to be the best of examples, to work to change themselves and the world for the better, and

**Love**, reflecting God's love in unselfish love for others.

Our vision is based on the God given virtues of:

***FAITH, HOPE AND LOVE***

1 Corinthians 13:13

Faith      Hope      Love

## **Rationale and purpose**

### **1. Terms of reference**

1.1 The purpose of this policy is to ensure St Alban's CE Primary School complies with the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIRs).

1.2 We will ensure that:

- We take a proactive and positive approach towards information rights
- We publish a significant amount of routinely published information about the school on our website, which is our Publication Scheme.
- Formal requests under FOIA or EIRs are dealt with within the statutory timescales, and exemptions or exception are applied properly considering the public interest test where relevant, with a presumption in favour of disclosure.

### **2. Publication Scheme**

2.1 Section 19 of the Freedom of Information Act 2000 require schools adopt and maintain an Information Commissioner approved publication scheme and to proactively publish information in accordance with that scheme.

2.2 The Publication Scheme is a document which specifies:

- the classes of information which we already publish or intend to publish
- the manner in which the information will be published; and
- whether or not there is any charge for the information

2.3 The Information Commissioner has produced both a model publication scheme and guidance for schools which makes provision for, but is not limited to the classes of information listed below.

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

*Organisational information, structures, locations and contacts.*

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

*Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.*

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

*Strategies and plans, performance indicators, audits, inspections and reviews.*

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

**Faith      Hope      Love**

*Decision making processes and records of decisions.*

**Our policies and procedures**

*Current written protocols, policies and procedures for delivering our services and responsibilities.*

**Lists and Registers**

*Currently maintained lists and registers only.*

**The Services We Offer**

*Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.*

- 2.4 Our publication scheme can be found on the school website and we will make the relevant information that comes under the publication scheme classifications that we hold available on our website unless
- we do not hold it
  - it is to be withheld under a FOI exemption or EIR exception; or its release is prohibited under another statute
  - the information is archived, out of date or otherwise inaccessible; or
  - it would be impractical or resource-intensive to prepare the material for routine release; or
  - it is hard copies of documents which can be obtained from the School.
- 2.5 The Governing Body has overall responsibility for the maintenance of this scheme which will be reviewed annually and following guidance from the Information Commissioner's Office. Updated information will be placed on the publication scheme as soon as it is amended / approved.
- 2.6 We will not charge for information listed on the Publication Scheme except where specifically indicated.
- 2.7 In exceptional circumstances some information may be available only by viewing in person. Where this is the case, contact details will be provided and an appointment to view the information will be arranged within a reasonable timescale.
- 2.8 Information will be provided in the language in which it is held. Where we are legally required to translate any information, we will do so.
- 2.9 We will meet our obligations under the Equality Act 2010 and any other legislation to provide information in other forms and formats.

**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.
- 3.2 Anyone can make a request for recorded information. Requests must be made in writing such as by email or post. 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 giving an opinion or judgment that is not already recorded.
- 3.4 We will acknowledge receipt of requests within 3 school days, however we may need to seek clarification to establish or in some cases help the requester refine their request. 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 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. 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. Where an exemptions / exception allows for an extension in the response timescale we will inform applicants. \*Unless a specific exemption permits a neither confirm nor deny response to be made.
- 3.7 Charges may be applied to the communication costs of some requests (e.g. photocopying, postage and packaging, copying) and if this is the case we will inform the requester and give them 3 months to pay the fee before the request will lapse. On these occasions the information will be released upon receipt of any fees.
- 3.8 All responses will explain how to request an Internal Review and how to contact the Information Commissioner's Office if requesters are unhappy with the outcome of their Internal Review. The school can be contacted within 2 months from the date of the response to request a review.
- 3.9 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 from the receipt date of that request.

- 3.10 The Information Commissioner (ICO) is the independent regulatory authority for both the Freedom of Information Act 2000 and Environmental Information Regulations 2004. The school will abide by the decisions of the Information Commissioners Office, unless it considers itself to have grounds for an appeal to the Information Tribunal. The ICO details are : Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 0303 123 113 [www.ico.org.uk](http://www.ico.org.uk)
- 3.11 Requests for personal data and some third party information are covered solely by the Data Protection Act 2018. Further details are available in our Data Protection Policy.

#### **4. Roles and responsibilities**

- 4.1 The Headteacher has overall responsibility for both Freedom of Information and Environmental Information Regulations in the school however day to day responsibility may be delegated to the Deputy Headteacher or School Business Manager.
- 4.2 The Qualified Person for determining whether disclosure would be likely to prejudice the effective conduct of public affairs should the Section 36 Exemption be engaged, is the Chair of Governors.
- 4.3 The Chair of Governors will be responsible for undertaking Internal Review unless section 36 has been engaged in which case a nominated member of the Governing body with no prior involvement will be responsible for the review.

#### **5. Handling and tracking of requests**

- 5.1 Requests for information under the 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.

email: [admin@stalbans.camden.sch.uk](mailto:admin@stalbans.camden.sch.uk)  
St Alban's CE Primary School  
Baldwins Gardens  
Holborn  
EC1N 7SD  
020 7242 8585

- 5.2 All requests for information will be logged by the School Business Manager and tracked thereafter. This will assist us in ensuring that timescales are met and assist identification of repeat, similar or vexatious requests.

5.3 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.