Laycock Primary School



Freedom of Information Policy (Publication Scheme)

Approved by Chair of IEB:	Prudence Barnes-Kemp
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1. Aims

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

Below is the guide to information available from Laycock Primary School under the model publication scheme prepared and approved by the Information Commissioner's Office (ICO).

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.

2. Class One: Who we are and what we do

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

INFORMATION	HOW TO OBTAIN INFORMATION	COST
Who we are	School website: https://www.laycock.islington.sch.uk/ Electronic/Hard copy: available to request from the school office	Free/£0.05 per page
What we do	School website: https://www.laycock.islington.sch.uk/our-school/aims-values Electronic/Hard copy: available to request from the school office	Free/£0.05 per page

INFORMATION	HOW TO OBTAIN INFORMATION	COST
Who's who: teachers and admin team	School website: https://www.laycock.islington.sch.uk/our-school/our-staff Electronic/Hard copy: available to request from the school office	Free/£0.05 per page
Who's who: school governors/trustees and the basis of their appointment	School website: https://www.laycock.islington.sch.uk/our-school/interim-executive-board Electronic/Hard copy: available to request from the school office	Free/£0.05 per page
Instrument of Government/Articles of Association	School website: https://www.laycock.islington.sch.uk/our-school/interim-executive-board Electronic/Hard copy: available to request from the school office	Free/£0.05 per page
Contact details	School website: https://www.laycock.islington.sch.uk/contact Electronic/Hard copy: available to request from the school office	Free/£0.05 per page
Named contact details (including Headteacher)	School website: https://www.laycock.islington.sch.uk/contact Electronic/Hard copy: available to request from the school office	Free/£0.05 per page
Staffing structure	School website: https://www.laycock.islington.sch.uk/our-school/our-staff Electronic/Hard copy: available to request from the school office	Free/£0.05 per page
School session times and term dates	School website: https://www.laycock.islington.sch.uk/parents/the-school-day Electronic/Hard copy: available to request from the school office	Free/£0.05 per page
Address of school and contact details, including email address	School website: https://www.laycock.islington.sch.uk/contact Electronic/Hard copy: available to request from the school office	Free/£0.05 per page

3. Class Two: What we spend and how we spend it

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

INFORMATION	HOW TO OBTAIN INFORMATION	COST
Annual budget plan and financial statements	Schools' financial benchmarking service from Department for Education (DfE): https://financial-benchmarking-and-insights-tool.education.gov.uk/school/100411	Free
Capital funding	School capital funding report from DfE: https://www.gov.uk/guidance/school-capital-funding	Free
Financial audit reports	N/A	Free/£0.05 per page
Details of expenditure items over £2000	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Procurement and contracts the school has entered into	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Pay policy	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual members of the Senior Leadership Team (SLT), whose basic salary is at least £60,000 p.a.	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Staffing, pay and grading structure (in bands of £5k for SLT and by salary range for more junior posts)	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Governors'/Trustees' allowances that can be incurred or claimed and a record of total payments made to individual governors	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Procurement and contracts we have entered into	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page

4. Class Three: Our priorities and how we are doing

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

INFORMATION	HOW TO OBTAIN INFORMATION	COST
School profile	https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/100411	Free
Performance data supplied to the Government	School website: https://www.laycock.islington.sch.uk/our-school/school-performance Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Annual Report	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact)	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Latest Ofsted report	https://reports.ofsted.gov.uk/provider/21/100411 Hard copy: available on request from the school office	Free/£0.05 per page
Post-inspection action plan	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Performance management policy and procedures	Electronic/Hard copy: available on request from the school office	£0.05 per page
Performance data	https://www.compare-school-performance.service.gov.uk/school/100411/laycock-primary-school Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
The school's future plans, i.e. proposals and consultations on the future of the school	Electronic/Hard copy: available on request from the school office	Electronic/£0.05 per page

5. Class Four: How we make decisions

Decision making processes and records of decisions

INFORMATION	HOW TO OBTAIN INFORMATION	COST
Admission policy	School website: https://www.laycock.islington.sch.uk/parents/admissions Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Agendas and minutes of meetings of the governing body and its committees (excluding information that is properly regarded as private to the meetings)	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page

6. Class Five: Policies and procedures

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

INFORMATION	HOW TO OBTAIN INFORMATION	COST
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	School website: https://www.laycock.islington.sch.uk/our-school/policies Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Safeguarding and child protection	School website: https://www.laycock.islington.sch.uk/our-school/policies Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Equality and Diversity	School website: https://www.laycock.islington.sch.uk/our-school/policies Electronic/Hard copy: available on request from the school office	Free/£0.05 per page

INFORMATION	HOW TO OBTAIN INFORMATION	COST
Policies and procedures relating to recruitment and human resources.	School website: https://www.laycock.islington.sch.uk/our-school/policies Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Special educational needs	School website: https://www.laycock.islington.sch.uk/our-school/inclusion Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School website: https://www.laycock.islington.sch.uk/our-school/policies Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Pay Policy	Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	School website: https://www.laycock.islington.sch.uk/our-school/gdpr Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Charging regimes and policies	School website: https://www.laycock.islington.sch.uk/our-school/policies Electronic/Hard copy: available on request from the school office	Free/£0.05 per page

7. Class Six: Lists and registers

Currently maintained lists and registers only (excluding the attendance register)

INFORMATION	HOW TO OBTAIN INFORMATION	COST
Curriculum circulars and statutory instruments	School website: https://www.laycock.islington.sch.uk/curriculum/curriculum-implementation Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
CCTV **Details of the locations of any covert CCTV surveillance cameras operated by us or on our behalf**	N/A	Free
Disclosure logs, i.e. information provided in response to FoIA requests	Inspection only – contact school	Free
Asset register and Information Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free

8. Class Seven: Services we offer

Services we offer, including leaflets, guidance and newsletters produced for the public and businesses

INFORMATION	HOW TO OBTAIN INFORMATION	COST
Extra-curricular activities	School website: https://www.laycock.islington.sch.uk/parents/breakfast-and-after-school-clubs Electronic/Hard copy: available on request from the school office	Free/£0.05 per page

INFORMATION	HOW TO OBTAIN INFORMATION	COST
Out of school clubs	School website: https://www.laycock.islington.sch.uk/parents/breakfast-and-after-school-clubs Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
Services for which the school is entitled to recover a fee, together with those fees	School website (Charging Remissions Policy): https://www.laycock.islington.sch.uk/our-school/policies Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
School publications, leaflets, books and newsletters	School website (various locations as per examples shown below): https://www.laycock.islington.sch.uk/news Electronic/Hard copy: available on request from the school office	Free/£0.05 per page

9. Additional information

Information not itemised in the lists above we or a company we work with store information on computer servers based overseas; or

INFORMATION	HOW TO OBTAIN INFORMATION	COST
Pupil Premium information	School website: https://www.laycock.islington.sch.uk/our-school/pupil-premium Electronic/Hard copy: available on request from the school office	Free/£0.05 per page
PE and Sports Premium information	School website: https://www.laycock.islington.sch.uk/our-school/sports-premium Electronic/Hard copy: available on request from the school office	Free/£0.05 per page

10. Guide to information available from Laycock Primary under the model publication scheme

10.1 Requesting information

The school aims to put as much information as possible online so, if you are looking for information, in the first instance please consult the school website: https://www.laycock.islington.sch.uk/

If you require a paper version of any of the documents within the scheme, please contact the school by email, telephone, or letter.

If the information you are looking for is not available via the scheme and is not on our website, please contact the school office to assess whether it is available.

Contact details:
Email: office@laycock.islington.sch.uk
Tel: 0207 226 2927
Address: Laycock Primary School, Laycock Street, Islington, London, N1 1SW

10.2 Schedule of charges

Information published on our website is free, although you may incur costs from your Internet service provider (ISP). If you do not have Internet access, you can access our website using a local library or an Internet café.

If you require a paper copy of the information on our website, we will provide this at a cost of £0.05 per sheet for black and white copies. Colour copying costs are considerably more expensive so please contact the office for a specific price. The cost of copying is based on the cost per sheet and machine rental prices from our provider plus the cost of paper. The cost of any postage will be recharged at cost.

The Act recognises that freedom of information requests are not the only demand on the resources of a public authority. They should not be allowed to cause a drain the school's time, energy and finances to the extent that they negatively affect normal public functions.

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is £450, the school reserves the right to refuse a request if we estimate that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

When estimating the cost of compliance, we take into account the cost of the following activities:

- determining whether we hold the information;
- finding the requested information, or records containing the information;
- retrieving the information or records; and
- extracting the requested information from records.

We rate staff time at £25 per person per hour, regardless of who does the work, including external contractors. This means a limit of 18 staff hours.

If Section 12 (cost limit) of the Act could apply, we will confirm this in writing. In addition, we will say whether we hold the information and give the requester the option to either.

• Refine (change or narrow) their request. by explaining why, the limit would be exceeded and what information, if any, may be available within the limits.

• Choose to meet the cost of compliance (the costs allowed in calculating whether the appropriate limit is exceeded); plus the communication costs and £25 an hour for staff time taken for printing, copying or sending the information.

10.3 Complaints

If you are not satisfied with the assistance that you get, please raise this with us in the first instance.

To make a complaint, please contact our independent data protection officer Claire Mehegan claire.mehegan@london.anglican.org

Alternatively, you can refer a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF