

'But now are they many members, yet but one body.'

1 Corinthians, 12:20

**ST AIDAN'S**

Voluntary Controlled  
**PRIMARY SCHOOL**

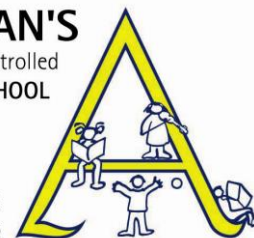
Albany Road  
London N4 4RR

T: 020 8340 2352

F: 020 8341 2320

E: [admin@staidansprimaryschool.org.uk](mailto:admin@staidansprimaryschool.org.uk)

W: [www.staidansprimaryschool.org.uk](http://www.staidansprimaryschool.org.uk)



## **Freedom of information policy**

### **Introduction**

At St Aidan's we are committed to making information publicly available as a matter of routine. This policy sets out the kind of information covered and how it can be accessed.

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## **1 Statement of Adherence**

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 a guide to information available from our school in line with the model publication scheme prepared and approved by the Information Commissioner's Office (ICO).

The scheme commits an authority (our school) to:

- specify and proactively publish or otherwise make available as a matter of routine, information, including environmental information, which we hold and falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;
- review and update on a regular basis the information we make available under this scheme;
- produce a schedule of any fees charged for access to this information;
- make this publication scheme available to the public;
- publish any dataset (including updated versions) we hold that has been requested unless we are 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 we are 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 What is covered**

2.1 **Who we are and what we do**: organisational information, locations and contacts, constitutional and legal governance.

- Name and address of school and contact details, including email address
- School session times and term dates
- School prospectus
- Staffing structure
- Who's who: staff, governors (and the basis of their appointment)
- Instrument of Government

2.2 **What we spend and how we spend it**: financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

- Annual budget plan and financial statements: <https://schools-financial-benchmarking.service.gov.uk/School?urn=102132>
- School capital funding report from DfE: <https://www.gov.uk/guidance/school-capital-funding>
- Financial audit reports
- Procurement and contracts the school has entered into
- Details of expenditure items over £2000
- Pay policy
- Staffing, pay and grading structure (in bands of £5k for SLT and by salary range for more junior posts)

- 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.
- Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors

2.3 **Our priorities and how we are doing**: strategies and plans, performance indicators, audits, inspections and reviews

- School profile: <https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/102132>
- Performance data supplied to the Government
- Governors' annual school report
- The School Development Plan (SDP)
- Impact assessments (in full or summary format), eg. Data protection, Health & Safety, Equality
- Latest Ofsted report: <https://reports.ofsted.gov.uk/provider/21/102132>
  - Post-inspection action plan
- Performance management policy and procedures
- Performance data: <https://www.compare-school-performance.service.gov.uk/school/102132/st-aidan's-voluntary-controlled-primary-school>

2.4 **How we make decisions**: processes and records

- Admissions policy
- Agendas and minutes of meetings of the governing body and its committees (excluding information that is properly regarded as private to the meetings)

2.5 **Policies and procedures**: current written protocols, policies and procedures for delivering our services and responsibilities

- The full list of all school policies can be found in Appendix 1.

2.6 **Lists and Registers**: currently maintained lists and registers only (excluding the attendance register)

- Curriculum circulars and statutory instruments
- CCTV: details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf
- Disclosure logs, i.e. information provided in response to FoIA requests
- Asset register and Information
- Any information the school is currently legally required to hold in publicly available registers

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

- Extra-curricular activities
- Out of school clubs
- Services for which the school is entitled to recover a fee, together with those fees
- School publications, leaflets, books and newsletters

### **3 What is not covered**

The sort of information made available 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.

## **4 How information is made available**

Most information, including our policies, is published on our website (see Appendix 1 for full policy list). That which is not, or when an individual is unable to use the website, the request should be made to the school administrator.

- 4.1 Requests, whether about information held, or to obtain paper copies, can be made in person, by telephone, email, fax or letter. All contact details are at the beginning of this document.
- 4.2 In exceptional circumstances some information may be available only by viewing in person. In such cases, mutually convenient appointments will be arranged to view the information within a reasonable timescale.
- 4.3 Information will be provided in the format and language in which it is held.

## **5 Possible charges**

The purpose of this policy is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges, if any, made by the school for routinely published material will be justified, transparent and kept to a minimum.

- 5.1 Material which is published and accessed on a website is available free of charge.
- 5.2 Charges may be made for actual disbursements incurred such as:
  - photocopying;
  - postage and packaging;
  - translation services;
  - the costs directly incurred as a result of viewing information.
- 5.3 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.
- 5.4 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 on the school's time, energy and finances to the extent that they negatively affect normal functions.
- 5.5 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 the estimate for the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.
- 5.6 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 it and extracting the requested information from them.

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.

5.7 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) the 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.

## **6 Other information**

Information held by the school that is not published under this policy can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## **7 Complaints**

If you are not satisfied with the assistance that you get, please raise this with us in the first instance. If unhappy with our response and you wish to make a complaint, please contact our independent data protection officer, David Coy (david.coy@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/>
- By phone: 0303 123 1113
- By mail: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **8 Monitoring and review**

The Care and Communication Committee is responsible for publishing and monitoring this policy and thus the range of information made readily available to the public.

8.1 The policy will be reviewed and revised as necessary every 3 years or sooner if the need arises.

Date of policy: JULY 2025

Policy ratified: .....  ..... (Signature) 7<sup>th</sup> July 2025 ..... (Date)

Review due: JULY 2028

## **School policies and documents: on website**

Anti-bullying policy

### **Anti-Fraud & Bribery:**

Anti-fraud and corruption policy

Gifts, hospitality and anti-bribery policy

Asset management policy

Assembly and collective worship policy

Attendance and punctuality policy

Behaviour policy

Bereavement guidelines: support for children and staff

Care, control and restraint policy

Charging and lettings policy

### **Committee terms of reference (ToR):**

Care and communication committee

Pay committee

Resources committee

Standards committee

### **Complaints / Grievance:**

Complaints policy

Complaints procedure

Grievance procedure

Whistleblowing policy

### **Data protection / Privacy:**

CCTV policy

Data retention policy

Freedom of information policy

General data protection regulation (GDPR) policy

Privacy notice - Governors & volunteers

Privacy notice - Pupils and parents/carers

Privacy notice - School workforce

Pupil image consent form

School Cookies Policy

Social Media User Agreement

Early career teacher (ECT) policy

Early Years Foundation Stage (EYFS) policy

### **Equality & Inclusion:**

Anti-racism plan

Disability accessibility plan

Equality & accessibility policy

Equality information and objectives

Inclusion policy: special educational needs & disability (SEND)

Looked-after children designated teacher policy

Pupils with medical needs policy

Support for children with special educational needs or disabilities (SEND) Information report

E-safety policy

First aid policy

Food policy

Governor code of practice

Health and safety policy

Home-school agreement

Induction and transition procedure  
Nursery admissions policy  
Parent Governor elections policy  
PSHE/RSE POLICY  
Remote learning policy  
Safeguarding and Child Protection Policy  
Safer Recruitment Policy  
School Uniform policy  
Staff Wellbeing policy  
Sustainable procurement policy  
Sustainable school policy

### **School policies and documents: request at office**

Absence Management Policy and Procedure (Haringey)  
Annual Leave and Time Off Policy (Haringey)  
Appraisal Policy for School Support staff (Haringey)  
Capability Policy and Procedures (Haringey)  
Criminal record declaration form for jobs covered by the ROA (Haringey)  
Curriculum Rationale  
Dignity at Work Policy (Haringey)  
Disciplinary Policy (Haringey)  
Employment of Ex-Offenders (Haringey)  
Financial scheme of delegation  
Governor allowances policy  
Haringey Flexible Working Policy  
Instrument of Government  
Managing allegations made against staff members (Haringey guidance)  
Menopause in the Workplace Policy for Schools (Haringey)  
Organisational Change Policy (Haringey)  
Parental Leave Policy (Haringey)  
Pay Scales for Haringey Teachers (Haringey)  
Prevention of Sexual Harassment Policy (Haringey)  
Remote attendance policy for governors and governing body meetings  
Risk protection arrangement: Cyber response plan  
School Emergency Action Plan  
School Staff Code of Conduct (Haringey)  
Statement of internal control  
Support Staff Pay Agreement  
Teacher Appraisal Policy (Haringey)  
Teachers' Pay Policy (Haringey)  
Traumatic Incidents Policy (Haringey)