

ST AIDAN'S
Voluntary Controlled
PRIMARY SCHOOL

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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 What is covered

- 1.1 Who we are and what we do:
 - organisational information, locations and contacts, constitutional and legal governance.
- 1.2 What we spend and how we spend it:
 - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 1.3 What our priorities are and how we are doing:
 - strategy and performance information, plans, assessments, inspections and reviews.
- 1.4 How we make decisions:
 - policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 1.5 Our policies and procedures:
 - current written protocols for delivering our functions and responsibilities.
- 1.6 Lists and registers:
 - information held in registers required by law and other lists and registers relating to the functions of the authority.
- 1.7 The services we offer:
 - advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

2 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.

3 How information is made available

Wherever possible, information will be provided on our website. Where this is impracticable, or when an individual does not wish to use the website, we will say how it can be obtained and, on request, supply it in that form.

- 3.1 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.
- 3.2 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.
- 3.3 Information will be provided in the format and language in which it is held.



3.4 Receipt of request for information will be acknowledged within 10 school days and the information will normally be supplied within 40 school days.

4 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.

4.1 Material which is published and accessed on a website is provided free of charge.

4.2 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.

4.3 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 Other information

Information held by a public authority 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.

6 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.

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

Date of Policy: **NOVEMBER 2017**

Policy ratified: (Signature) (Date)

Review due: **NOVEMBER 2020**