

**Last Review: November 2019**

**Next Review: November 2022**

**Committee: Teaching & Learning**

**This policy is written in accordance with the Freedom of Information Act, and Model Publication Scheme as set out by the Information Commissioner.** <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

### **1. Legal Framework**

This policy has due regard to the following legislation:

- General Data Protection Regulations 2018
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

### **2. Classes of information**

Information that is available under this scheme includes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing?
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information which will not be made available under this scheme includes:

- Information we do not hold
- Information that is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute
- Information that is readily and publicly available from an external website, in which case the school will provide a link to that website
- Information that is archived, out of date or otherwise inaccessible
- Where it would be impractical or resource-intensive to prepare the material for routine release

### **3. Accepting Requests for Information**

JCoSS will only accept a request for information which meets all of the following criteria

- It is in writing
- It states the name of the applicant and an address for correspondence
- It describes the information requested

A request will be treated as made in writing if it meets all of the following requirements:

- It is received in legible form
- It is capable of being used for subsequent reference

#### **4. How to request information**

Information under this scheme will be provided on our website where possible <https://icoss.org/> 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, please email [admin@icoss.barnet.sch.uk](mailto:admin@icoss.barnet.sch.uk) or write to us at the following address:

JCoSS  
Castlewood Road  
New Barnet  
EN4 9GE.

To enable us to process your request quickly, please mark all correspondence: "FREEDOM OF INFORMATION REQUEST"

#### **5. General Rights of Access to Information Held by the School.**

Provided that the request complies with section 3 of this policy, upon receiving the enquiry we will, no later than 20 working days from receipt of the request, comply with our duty to:

- Confirm or deny to any person making a request for information to the school, whether it holds information of the description specified in the request.
- Provide the documentation, if the school confirms that it holds the requested information

The school will not comply where:

- The school reasonably requires further information to meet a freedom of information request, has informed the applicant of this requirement, but was not subsequently supplied with that further information.
- The information 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.
- A request for information is exempt under the Freedom of Information Act 2000.
- The cost of providing the information exceeds the appropriate limit.
- The request is vexatious.
- The request is a repeated request from the same person made within 60 consecutive working days of the initial one.
- A fee notice was not honoured.

Where information is, or is thought to be, exempt, the school will, within 20 working days, give notice to the applicant which:

- States the fact.
- Specifies the exemption in question.

The information provided to the applicant will be in the format that they have requested, where possible. Where it is not possible to provide the information in the requested format, the school will assist the applicant by discussing alternative formats in which it can be provided. The information provided will also be in the language in which it is held, or another language that is legally required. If the school is required to translate any information, it will do so. If, under relevant disability and discrimination regulations, the school is legally obliged to provide the information in other forms and formats, it will do so.

#### **6. Charges**

Most documents contained in this scheme are free to view on the school website. Charges may be made for disbursements, such as the following:

- Photocopying
- Postage and packaging
- Costs directly incurred as a result of viewing information

Fees charged will not exceed the total cost to the school of:

- Informing the person making the request whether we hold the information.
- Communicating the information to the person making the request.

The School may, within 20 working days, give an applicant who has requested information from the school, a written notice stating that a fee is to be charged for the school's compliance. Where a fee is to be charged, the school will not comply with the request unless the fee is paid within a period of three months, beginning with the day on which the fee's notice is given to the applicant.

### **7. The Appropriate Limit**

The School will not comply with any freedom of information request that exceeds the statutorily imposed appropriate limit of £450. When determining whether the cost of complying with a freedom of information request is within the appropriate limit, the School will take account only of the costs it reasonably expects to incur in relation to:

- Determining whether it holds the information.
- Locating the information, or a document which may contain the information.
- Retrieving the information, or a document which may contain the information.
- Extracting the information from a document containing it.

Costs related to the time spent by any person undertaking any of the activities outlined above on behalf of the School, are to be estimated at a rate of £25 per person per hour.

Where multiple requests for information are made to the school within 60 consecutive working days of each other, either by a single person or by different persons who appear to be acting in concert, the estimated cost of complying with any of the requests is to be taken to be the total costs to the school of complying with all of them.

### **8. Means by Which Communication is to be Made.**

Where, on making a request for information, the applicant expresses a preference for communication by any one of the following means, the school will, as far as is practicable, give effect to that preference:

- The provision to the applicant of a copy of the information in permanent form or in another form acceptable to the applicant.
- The provision to the applicant of a reasonable opportunity to inspect a record containing the information.
- The provision to the applicant of a digest, or summary of the information, in permanent form or in another form acceptable to the applicant.

### **9. Providing Advice and Assistance**

The school will meet its duty to provide advice and assistance, as far as is reasonable, to any person who proposes to make, or has made, requests for information to the school. The school may offer advice and assistance in the following circumstances:

- If an individual requests to know what types of information a school holds and the format in which it is available, as well as information on the fees regulations and charging procedures.
- If a request has been made, but the school is unable to regard it as a valid request due to insufficient information, leading to an inability to identify and locate the information.

- If a request has been refused, e.g. due to an excessive cost, and it is necessary for the school to assist the individual who has submitted the request.

The school will provide assistance for each individual on a case-by-case basis.

#### 10. Classes of Information Currently Published

<b>Class</b>	<b>Description</b>
<b>Who we are and what we do</b>	School Prospectus <ul style="list-style-type: none"> <li>• School location and contact details</li> <li>• Staffing Structure</li> <li>• Instrument of Government</li> <li>• A statement of the school's ethos and values</li> <li>• Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• Provision for pupils with special educational needs</li> <li>• Number of pupils on roll</li> <li>• The number of places for pupils of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places</li> <li>• Curriculum Booklets</li> <li>• Sixth Form Admissions and Curriculum</li> <li>• School Term dates</li> </ul>
<b>Class</b>	<b>Description</b>
<b>What we spend and how we spend it</b>	In addition to information contained within our policies <ul style="list-style-type: none"> <li>• LA financial returns</li> <li>• Audit report</li> <li>• Annual budget</li> <li>• Capital funding</li> <li>• Pupil Premium expenditure and impact</li> </ul>
<b>Class</b>	<b>Description</b>
<b>What are our priorities and how are we doing?</b>	In addition to information contained within our policies <ul style="list-style-type: none"> <li>• Performance data</li> <li>• Ofsted Report</li> <li>• School Improvement Plan</li> <li>• Religious character and Ethos</li> <li>• Destination of leavers</li> </ul>
<b>Class</b>	<b>Description</b>
<b>How do we make decisions?</b>	In addition to information contained within our policies <ul style="list-style-type: none"> <li>• Minutes of the Governing Body and its committees</li> <li>• Admissions data</li> </ul>

**Class**  
**Our policies and procedures**

**Description**  
**Statutory Policies**

<b>Policy</b>
Addendum - Behaviour Support & Management of pupils with ASD
Admissions
Admissions - 6th Form
Behaviour for Learning Policy
Capability Policy
Careers, Education & Guidance Policy
Charging Policy
Code of Conduct - Staff
Code of Conduct for Governing Body
Complaints Policy
Data Protection Policy GDPR
Disability Equality Scheme & Accessibility Plan
Disciplinary
Examination Contingency Plan Policy
Freedom of Information Policy
Grievance Policy - Staff
Health and Safety Policy
Home-School Agreement
Leave of Absence Policy - Staff
Managing Safeguarding Allegations of Abuse against Staff and Volunteers
Pay Policy
Performance Appraisal Policy - teaching staff
Personnel Records Filing Policy
Recruitment Policy
Relationship & Sex Education Policy (Formally SRFLE)
Safeguarding Policy
SEND Policy
Whistleblowing Policy

**Non- Statutory Policies**

Absence Management Policy - Staff
Access Arrangements and Reasonable Adjustment policy
Anti-Bullying Policy
Anti-Fraud & Corruption
Attendance Policy
Bar and Bat Mitzvah Policy
British Values & Community Cohesion Policy
Collective Worship Policy
Community Use Policy
Critical Incidents (including Communication) Policy
Curriculum Policy
Disability (Exams) Policy
Drug Education Policy
English as Additional Language Policy

Equal Opportunities and Anti-Racism Policy
Examinations Policy
Faculty & Area Review Policy (replaced MER policy)
Financial Management
Governing Body Standing Order
Governor Virtual Meeting Attendance
Governors Allowance policy
Governors Formal Contact with School
Healthy Eating and Kashrut Policy
ICT and E-Safety Policy
Induction Policy for Newly Qualified Teachers (NQTs)
Infectious Diseases Policy
Lettings Policy
Literacy Policy
Non-examination assessment Policy
Numeracy Policy
Off site visits & Activities Policy (replaced Educational Visits Policy)
Performance Appraisal Policy - support staff
Protocol for Relationships with outside Jewish organisations
Reminder: New Governors Induction Booklet
Schedule of Financial Delegation
Security Policy
Severe Weather Policy
Staff and Students Assessment and Exam Malpractice Policy
Staff Development Policy
Tackling Extremism Policy
Teaching & Learning, Assessment & Reporting Policy
Transgender policy
Uniform Policy & send copy of 6th form dress code to Governors

<b>Class</b>	<b>Description</b>
<b>List and registers</b>	(Currently maintained) <ul style="list-style-type: none"> <li>• Asset register</li> <li>• Disclosure logs</li> <li>• Register of Interests</li> </ul>
<b>Class</b>	<b>Description</b>
<b>The services we offer</b>	<ul style="list-style-type: none"> <li>• Extra-curricular activities</li> <li>• Out of school clubs</li> <li>• Newsletters</li> </ul>

### 11. Feedback

We welcome any comments or suggestions you may have about the scheme. These should be addressed to Mr Patrick Moriarty, Headteacher.

The Information Commissioner can be contacted on:

Tel: 0303 123 1113.

Website <https://ico.org.uk/>