



Enfield County School for Girls

Freedom of Information Policy

September 2022

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Freedom of Information Policy

1 Freedom of Information Act 2000

This is Enfield County's School for Girls Publication Scheme on information available under the Freedom of Information Act 2000.

The Freedom of Information Act 2000 (FoI) came fully into force on January 1 2005. Under the Act, any person has a legal right to ask for access to information held by the school. They are entitled to know if the school holds the information, and to receive a copy, subject to certain exemptions.

This publication scheme has been adopted in accordance with the model scheme published by the Information Commissioner's Office.

This publication scheme commits Enfield County School for Girls to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below
- To specify the information which is held by the school 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 school 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. The term 'relevant copyright work' is defined in section 19(8) of that Act.



Freedom of Information Policy

2 Classes of Information

Who we are and what we do

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

What we spend and how we spend it

- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

- Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

- Current written protocols for delivering our functions and responsibilities.

Lists and Registers

- Information held in registers required by law and other lists and registers relating to the functions of the school.

The Services we Offer

- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information 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.

The method by which information published under this scheme will be made available

Enfield County School for Girls will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on the website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.



Freedom of Information Policy

Charges

Charges may be made for Information published under this scheme

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

Material which is published and accessed on a website will be provided free of charge, although you may incur costs from your Internet Service Provider.

Charges may be made for information subject to a charging regime specified by Parliament. The Information Commissioner's Office (ICO) provides an exemption, known as the 'appropriate limit', if the cost of providing the information exceeds £450 (not including stationery, printing or postage) This limit is based on 18 hours officer time at a rate of £25 per hour. We will not provide the information requested if this exemption applies. However, we will tell you what information could be provided within the cost limit.

Charges may be made for actual disbursements incurred such as:

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

Unless specified otherwise we will normally charge for stationery, printing and postage costs if they are more than £25. We do not usually charge if they are less than this. However, if you make more than one request in a 12 month period and the cumulative cost of providing the information is more than £25, we will charge you for these costs in that period.

If our stationery, printing and postage costs are more than £25, we will charge if:

- The information is not available in electronic format;
- The information is available in electronic format, but you want us to send you a paper copy

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

We will charge 5 pence per page, plus standard second class postage rates (if the costs of providing the information are more than £25 in a 12 month period).

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

We will tell you how much you need to pay, how to pay, and when we need to receive your payment by. We will hold your request as pending until we receive your payment. We will wait up to 1 month to receive your payment. If we do not receive your payment by the due date, we will close your request. If you still require the information after this date, you will need to make another FOI request.



Freedom of Information Policy

Written Requests

Information held by Enfield County School for Girls that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. If you cannot make your request in writing because of a disability, please contact us via T: 020 8363 3030 and we will support your request over the phone.



Freedom of Information Policy

3 Publications Scheme

Class 1: Who we are and what we do

Information held	How the information can be obtained	
	Hard Copy	Website
School dates and session times	√	√
Contact details	√	√
Who's who in the school - staff list	√	
Staffing Structure – Teaching & Support Staff	√	
Who's who on the governing body and the terms of their appointment	√	√
Prospectus including our aims and curriculum offer	√	√

Class 2: What we spend and how we spend it

Information held	How the information can be obtained	
	Hard Copy	Website
Annual budget plan	√	

Class 3: What our priorities are and how well we are doing

Information held	How the information can be obtained	
	Hard Copy	Website
Government supplied performance data	√	√
Latest Ofsted report	√	√
Teachers' Appraisal Policy & Procedures	√	
Support Staff Appraisal Policy & Procedures	√	
Safeguarding, Child Protection Policy	√	√

Class 4: How we make decisions

Information held	How the information can be obtained	
	Hard Copy	Website
Agendas of meetings of the Governing Body and its committees	√	√
Minutes of meetings (as above (these may be in redacted form))	√	√
Admissions	√	

Class 5: Our policies and procedures

Information held	How the information can be obtained	
	Hard Copy	Website
Assessment & Feedback Policy	√	√
Attendance Policy	√	√
Careers Education, Information, Advice & Guidance Policy	√	√
Charging Policy	√	√
Complaint Procedure Policy	√	√
Debt Recovery Policy	√	√
Disability Equality Statement	√	√
Early Career Teacher (ECT) Induction Policy	√	√
Educational Visits Policy	√	√
Equality Policy	√	√
Examination Policy Suite	√	√
Fire Risk Assessment Statement	√	√
Freedom of Information Policy	√	√
Gender Equality Statement	√	√
Health & Safety Policy	√	√



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Inclusion and Relationships Policy	√	√
Lettings Policy	√	√
Mobile Phone Policy	√	√
Pastoral Support Plan (PSP)	√	√
Personal, Social, Health & Economic (PSHE) Policy and Sex, Relationship Education (SRE) Policy	√	√
Promoting British Values Statement	√	√
Race Equality Statement	√	√
Remote Education Policy	√	√
Safeguarding & Child Protection Policy to include On Line Safety		
School Visitors and Communications Policy	√	√
School Visits Policy	√	√
SEND Information Report	√	√
SEND Policy	√	√
Supporting Students with Medical Conditions Policy	√	√

Class 6: Lists and Registers

Information held	How the information can be obtained	
	Hard Copy	Website
Asset Register	√	
Register of Business Interests	√	√

Class 7: The Services we offer

Information held	How the information can be obtained	
	Hard Copy	Website
Extra-curricular activities	√	√
Lettings – see Lettings Policy	√	√
Termly parental bulletin	√	√

How to request information

Email ecsgeneral@enfieldcs.enfield.sch.uk or write to Enfield County School for Girls, Holly Walk, Enfield, Middlesex, EN2 6QG clearly marking any correspondence 'FREEDOM OF INFORMATION ACT'. All requests for information will be dealt with in compliance with the 20 working day deadline.

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted via: Telephone: 03031231113 Website: <https://ico.org.uk/>