

Christ Church NW1

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Freedom of Information Policy



March 2024

Vision and Values



The Christian faith is at the heart of our school community.

At Christ Church we all care, learn and work together for God and others.

‘For we are all God’s handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do’. Ephesians 2:10

Our Christian Values are

Creation, Community, Endurance, Thankfulness, Reconciliation, Wisdom

The distinctive nature of our approach to education can be found in our explicit Christian values, our collective worship, our grounded Christian ethos, our carefully crafted curriculum and in our Religious Education.

We aim to provide ambitious learning opportunities, promoting achievement in every area and nurturing social, emotional and spiritual well-being.

We actively promote the children’s cultural capital (defined as the acquisition of skills and knowledge, which an individual can draw on to give them an advantage in life). We will introduce them to strong role models who will impart their knowledge and wisdom to help the children engender an appreciation of human creativity and achievement and to become responsible local and global citizens.

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Character and resilience are the qualities we promote within our children, developing the inner resources that we call on to help us in life. We instil these qualities in our children to make sure that they are ready to make their way in the world as robust, confident and inquisitive individuals.

We know that confidence, knowledge and skills will help them to become compassionate and well balanced young people. We want them to take their place in society as active citizens, economically independent, exemplifying the British values of equality, mutual respect, democracy, individual liberty and rule of law.

We use our six Christian values, Creation, Wisdom, Thankfulness, Community Endurance and Reconciliation, to reinforce and enrich our teaching wherever applicable.

- **Creation**
For every house is built by someone, but God is the builder of everything. Hebrews 3:4
- **Wisdom**
For the LORD gives wisdom; from his mouth come knowledge and understanding. Proverbs 2:6
- **Thankfulness**
Give thanks to the LORD, for he is good; his love endures forever. 1 Chronicles 16:34
- **Community**
My command is this: Love each other as I have loved you. John 15:12
- **Endurance**
Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Galatians 6:9
- **Reconciliation**
Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. Colossians 3:13

Our vision is inclusive and seeks to promote the whole child thrive within our Christ Church family.

Each member of our Christ church family; children, parents and staff are valued as God's creation. We believe in full inclusion and acceptance of all and that this allows every individual to flourish.



Christ Church C of E Primary School

Freedom of Information Policy

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Date of policy: Spring 20204

FGB approved: 21.3.24

Review date: Spring 2026 (unless there is a significant change in the law)

Freedom of Information / Environmental Information Regulations

1. Terms of reference

1.1 The purpose of this policy is to ensure Christ Church School complies with the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIRs).

1.2 We will ensure that:

- We take a proactive and positive approach towards information rights
- We publish a significant amount of routinely published information about the school on our website, which is our Publication Scheme.
- Formal requests under FOIA or EIRs are dealt with within the statutory timescales, and exemptions or exception are applied properly considering the public interest test where relevant, with a presumption in favour of disclosure.

2. Publication Scheme

2.1 Section 19 of the Freedom of Information Act 2000 require schools adopt and maintain an Information Commissioner approved publication scheme and to proactively publish information in accordance with that scheme.

2.2 The Publication Scheme is a document which specifies:

- the classes of information which we already publish or intend to publish
- the manner in which the information will be published; and
- whether or not there is any charge for the information

2.3 The Information Commissioner has produced both a model publication scheme and guidance for schools which makes provision for, but is not limited to the classes of information listed below.

Who we are and what we do

Organisational information, structures, locations and contacts.

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

Decision making processes and records of decisions.

Our policies and procedures

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

Lists and Registers

Currently maintained lists and registers only.

The Services We Offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.

2.4 Our publication scheme can be found on the school website as a separate document and we will make the relevant information that comes under the publication scheme classifications that we hold available on our website unless

- we do not hold it
- it is to be withheld under a FOI exemption or EIR exception; or its release is prohibited under another statute
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release; or
- it is hard copies of documents which can be obtained from the School.

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- 2.5 The Governing Body has overall responsibility for the maintenance of this scheme which will be reviewed every two years and following guidance from the Information Commissioner's Office. Updated information will be placed on the publication scheme as soon as it is amended / approved.
- 2.6 We will not charge for information listed on the Publication Scheme except where specifically indicated.
- 2.7 In exceptional circumstances some information may be available only by viewing in person. Where this is the case, contact details will be provided and an appointment to view the information will be arranged within a reasonable timescale.
- 2.8 Information will be provided in the language in which it is held. Where we are legally required to translate any information, we will do so.
- 2.9 We will meet our obligations under the Equality Act 2010 and any other legislation to provide information in other forms and formats.

3. Freedom of Information Act 2000 and Environmental Information Regulations 2004 Requests

- 3.1 The FOIA and EIRs apply to requests for recorded information held by the school.
- 3.2 Anyone can make a request for recorded information. Requests must be made in writing such as by email or post. The requester must give their name and an address to correspond with them, this can be email or post. Requesters do not have to explain why they are making a request or justify their request.
- 3.3 Whilst a request can be in the form of a question, rather than a request for specific documents, the school does not have to create new information or giving an opinion or judgment that is not already recorded.
- 3.4 We will acknowledge receipt of requests within 3 school days, however we may need to seek clarification to establish or in some cases help the requester refine their request before it is deemed valid. The timescales for response commence after receipt of a valid request.
- 3.5 When we have received a valid request we will reply within the statutory timescales. The presumption is that the information will be provided. However there will be occasions where we will not hold the information. Applicants will be informed if this is the case.
- 3.6 If any information is to be withheld then we will send a response that confirms or denies whether we hold the information. The response will give details of the exemption / exception applied and why it applies. Where required the response will set out the public interest test. Where an exemptions / exception allows for an extension in the response timescale we will inform applicants.
- 3.7 Charges may be applied to the communication costs of some requests (e.g. photocopying, postage and packaging, copying) and if this is the case we will inform the requester and give

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them 3 month to pay the fee before the request will lapse. On these occasions the information will be released upon receipt of any fees.

- 3.8 All responses will explain how to request an Internal Review and how to contact the Information Commissioner's Office if requester are unhappy with the outcome of their Internal Review. The school can be contacted within 2 Months from the date of the response to request a review
- 3.9 The Chair of Governors or a nominated Governor will undertake the Internal Review and will inform the requester whether they uphold or not the original response in full or in part. They will respond to an Internal Review within 30 from the receipt date of that request.
- 3.10 The Information Commissioner (ICO) is the independent regulatory authority for both the Freedom of Information Act 2000 and Environmental Information Regulations 2004. The school will abide by the decisions of the Information Commissioners Office, unless it considers itself to have grounds for an appeal to the Information Tribunal. The ICO details are : Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone: 01625 545 700 www.ico.org.uk
- 3.11 Requests for personal data and some third party information are covered solely by the Data Protection Act 1998.

4. Roles and responsibilities

- 4.1 The head teacher has overall responsibility for both Freedom of Information and Environmental Information Regulations in the school however, day to day responsibility may be delegated to a Governor.
- 4.2 The Qualified Person for determining whether disclosure would be likely to prejudice the effective conduct of public affairs should the Section 36 Exemption be engaged, is the Chair of Governors.
- 4.3 The Chair of Governors will be responsible for undertaking Internal Review unless section 36 has been engaged in which case a nominated member of the Governing body with no prior involvement will be responsible for the review.

5. Handling and tracking of requests

- 5.1 Requests for information under the FOI should be in writing and whilst all members of staff will assist any requester where possible, we have a designated email address to assist with prompt processing. Requesters can make an EIR request verbally but it is helpful for them to make it in writing.

email: admin@cchurchnw1.camden.sch.uk or Christ Church Primary School, Redhill Street, Camden, London , NW1, 4BD.

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- 5.2 All requests for information will be logged by the school office and tracked thereafter. This will assist us in ensuring that timescales are met and assist identification of repeat, similar or vexatious requests.
- 5.3 We will annually review multiple or similar requests for information on subjects not already included in our Publication Scheme and this will lead to consideration for inclusion within it.