

Freedom of Information

Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form from the school office or for staff, from the shared area of the school's network. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. If a request will take us more than **20** days of work to provide it, we may request to extend the time limit and you may incur a charge for us to provide it.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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 hold, unless the authority is satisfied that it is not appropriate to do so; to publish the data set, 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.

Aims

Our aim is to provide information according to the Data Protection Act (1998) and within the time limits stated by the FOI Act (2000). <https://ico.org.uk/media/for-organisations/documents/1165/time-for-compliance-foia-guidance.pdf> which is 20 working days, although an extension to this may be required should the request be a lengthy process.

Categories of information published

- 3.1 The publication scheme <https://ico.org.uk/media/1235/definition-document-schools-in-england.pdf> guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.
- 3.2 The classes of information that we undertake to make available are organised into three broad topic areas:

Governors' Documents – information published in the Governors Annual Report and in other governing body documents. ***Do we have an annual governors' report?***

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

4. How to request information

- 4.1 If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: **officeadmin@swanlea.co.uk**

Tel: **020 7375 3267**

Contact Address:

31 Brady Street London E1 5DJ

- 4.2 To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you are seeking is not on the publication scheme you can make an FOI request by:

- Sending an email to scullen12.211@swanlea.co.uk and detailing your request, or by letter addressed to Samantha Cullen, School Business Manager at:

Swanlea School, 31 Brady Street, London E1 5DJ

All requests must be in writing with your name and a valid correspondence email or postal address must be provided.

You should give as much detail as possible to help us identify the information you are seeking, though we will be happy to assist you with this. If we need more detail from you to identify the information, we will contact you. We will respond in accordance with the FOIA within 20 working days.

Paying for information

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

Material published and access on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

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

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a large amount of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request and may expect payment prior to the provision of information. Where there is a charge this will be indicated by a £ sign in the description box.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all 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 other statutory powers of the public authority.

6. Classes of Information Currently Published

Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • The date the instrument takes effect • The Terms of Reference for Governor Committees
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]
Governors' Allowances Policy	Details of our policy in relation to any governors' allowances

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum. All policies can be downloaded from the School's website.

Class	Description
Data Protection, CCTV & Freedom of Information (FOI) Policies	Details of how we use your data, any images, and how we respond to your FOI requests.
Admissions Policy	Procedures from LBTH detailing how admissions are processed and the criteria used
RSE Policy	Policy concerning social, moral, sex and relationship education
Special Education Needs & Inclusion Policy	Information about the school's policy on providing for pupils with special educational needs and all –inclusive education, safeguarding & welfare for all pupils..
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Equality & Diversity Policy	Statement of policy for promoting equality
Safeguarding & Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Home/School Agreement	Our agreement between Home and School clarifying our expectations of pupils
Pupil Premium Statement & Policy	Relates to the receipt of Pupil Premium funding and the spending of it
CEIAG Policy	Detailing our Careers Education offering throughout a pupil's time at Swanlea

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Acceptable Use Policy	Clarifying expectations around use of internet, email and the network in our school
The Swanlea Book	Swanlea's expectations of how work should be presented by pupils
Medical Policy	Clarifying use of medicines and how we deal with medicines and health issues in school
Anti-Bullying	Policy on our stance on anti-bullying
Exams Policy	JCQ Exam Board guidelines for protocol to follow during exams

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan.
School Journey & Charging Policies	A statement of the school's policy with respect to trip and journeys.
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
CCTV Policy	Policy relating to use of CCTV inside and perimeter of school building
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Whistleblowing Policy	Detailing the procedure undertaken included confidentiality surround the people who 'whistleblow'.
Staff Conduct, Discipline, Grievance, Allegations of Abuse against Staff	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance or abuse
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request
Recruitment Policy	Information regarding recruitment of staff
Debt Recovery Policy	The School's policy on recovering unpaid debts
Lettings Policy	Information regarding letting of school buildings
DfE Performance Tables	Performance tables taken from the internet for Swanlea School
Privacy Notices	How we respect privacy of pupils' and parents' information
Retention Policy	Policy relating o retention of documents
Data Protection	Ensures records are maintained according to regulations of Data Protection Act

7. Feedback and Complaints

Created by: Sam Cullen– Dec 2021

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