

Freedom of Information Act: Model publication scheme

Fortismere School is committed to complying with and implementing the provisions of the Freedom of Information Act and related legislation. This ICO Model Publication Scheme has been adopted by the school without modification.

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 data set 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 terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

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 authority.

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

The authority 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 a public authority, information will be provided on a website. 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, a public authority 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.

Charges which 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 authority 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.

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

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.

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.

Written requests

Information held by a public authority 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.

Freedom of Information: Information available from Fortismere School under the model publication scheme

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Information published	How the information can be obtained	Cost <i>See final page</i>
Who's who in the school	Website	
Who's who on the governing board and the basis of their appointment	Website	
Instrument of Government	Hard copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	

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Class 2 – What we spend and how we spend it (Financial information relating to projected/actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year		
Information published	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy	
Capital funding	Hard copy	
Additional funding	Hard copy	
Financial audit reports	Hard copy	
Pay policy	Hard copy	
Staffing, pay and grading structure	Hard copy	
Governors' allowances that can be claimed, and a record of total payments made to individual governors.	Hard copy	

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information		
Information published	How the information can be obtained	Cost
Government supplied performance data	Website https://www.compare-school-performance.service.gov.uk/school/102156/fortismere-school/secondary	
The latest Ofsted report	Website https://reports.ofsted.gov.uk/provider/23/102156	
Teacher appraisal and capability procedures	Hard copy	
The school's future plans; for example, proposals or any consultation on the future of the school, such as a change in status	Website	

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years		
Information published	How the information can be obtained	Cost
Admissions policy	Website	
Agendas and minutes of meetings of the governing body and its committees. (excluding information that is properly regarded as private to the meetings).	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information		
Information published	How the information can be obtained	Cost
Statutory school policies including: Admission arrangements Safeguarding and Child Protection policy Behaviour policy Special educational needs and disability policy & SEN Information Report Complaints policy Charging and Remissions policy Health and Safety policy	Website	

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Plus other student and curriculum related policies		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security and acceptable use • Records retention, destruction and archive policies • Data protection and privacy notices 	Hard copy	
Charging regimes and policies Lettings policy & charges	Hard copy	
Class 6 – Lists and Registers		
(hard copy or website; some information may only be available by inspection)		
Information published	How the information can be obtained	Cost
Any information the school is currently legally required to hold in publicly available registers	Hard copy Onsite inspection may be required	

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Class 7 – The services we offer (Information about services we offer, including guidance and newsletters produced for the public) Current information.		
Information published	How the information can be obtained	Cost
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
Leaflets, books and newsletters	Website	

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CONTACT DETAILS

If you require any information marked 'hard copy' or have a request for information that is not listed in the publication scheme, please contact smurray@fortismere.org.uk

Ms Sam Murray, Data Protection Officer, Fortismere School, Tetherdown, London N10 1NE

COSTS & SCHEDULE OF CHARGES

Single copies of information covered by this publication scheme are provided free if they are marked *Hard copy* and postal charges (2nd class) at the time will apply. We expect items marked *Website* to be downloaded by the requester. If this is not possible please contact us.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (b&w)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Date: October 2021

Agreed by governing body: 8th October 2021

Review cycle: Every 2 years

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