



**LADY MARGARET SCHOOL
PARSONS GREEN
LONDON SW6 4UN**

**FREEDOM OF INFORMATION PUBLICATION SCHEME
ADOPTED: JUNE 2022
DATE OF NEXT REVIEW: JUNE 2025**

1. Aims of this policy

- To describe Lady Margaret School's method of compliance with the Freedom of Information Act 2000 (FOIA).
- To outline the scope of information that we currently publish (or have recently published) or which we will publish in the future.
- To outline the methods of requesting information under the Freedom of Information Act

2. Freedom of information

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this Lady Margaret School ("the School") will follow a publication scheme, setting out:

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

The publication scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available in either electronic or paper form. Some information that we hold may not be made public, for example personal information.

Below is the guide to information available from Lady Margaret School under the model publication scheme prepared and approved by the Information Commissioner's Office (ICO).

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 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

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

3. Classes of information

The classes of information that the School will undertake to make available are organised into eight broad topic areas:

1. Who we are what we do
2. What we spend and how we spend it
3. Our priorities and how we are doing
4. How we make decisions
5. Policies and procedures
6. Lists and registers
7. Services we offer
8. Additional information

These classes of information will not generally include:

- Information where the disclosure of which is prevented by law, 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 that is difficult to access for similar reasons.

CLASS ONE		
Who we are and what we do Organisational information, locations and contacts, constitutional and legal governance		
Information	How to obtain the information	Cost
Who we are and what we do	School website: www.ladymargaret.lbhf.sch.uk	Free
Governing Body Memorandum and Articles of Association / Governing Body Scheme of Delegation	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage
School contact details for the Headteacher and Governing Body	School website www.ladymargaret.lbhf.sch.uk	Free
Who's who: school governors and the basis of their appointment	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage

Who's who: teachers and admin team	Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage
School Prospectus	School website www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £2.00 + Postage
Staffing structure	Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage
School session times and term dates	School website: www.ladymargaret.lbhf.sch.uk	Free
Address of school and contact details, including email address	School website: www.ladymargaret.lbhf.sch.uk	Free

CLASS TWO		
What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Information	How to obtain the information	Cost
Annual budget plan and financial statements	Schools' financial benchmarking service from Department for Education (DfE): https://schools-financial-benchmarking.service.gov.uk/ Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage or Free
Capital funding	Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage or Free
Financial audit reports	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £6.00 + Postage
Details of expenditure items over £5000	Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage or Free
Procurement and contracts the school has entered into	Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage or Free
Pay Policy	Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage or Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual members of the Senior Leadership Team (SLT), whose basic salary is at least £60,000 p.a.	Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage or Free
Staffing, pay and grading structure (in bands of £10k for SLT and by salary range for more junior posts)	Please refer to the Annual Report and Accounts School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £6.00 + Postage
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage or Free

CLASS THREE		
Our priorities and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews		
Information	How to obtain the information	Cost
School profile	Get Information about Schools service from DfE: www.get-information-schools.service.gov.uk	Free
Performance data supplied to the Government	Get Information about Schools service from DfE: www.get-information-schools.service.gov.uk School website: www.ladymargaret.lbhf.sch.uk Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free Free £0.10 per page + Postage or Free
Latest Ofsted report	Ofsted website: www.reports.ofsted.gov.uk	Free
Latest SIAMS report	www.ladymargaret.lbhf.sch.uk/wp-content/uploads/2020/11/SIAMS-Final-report-LMS-2016.pdf	Free
Performance management policy and procedures	Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage or Free
The school's future plans, i.e. proposals and consultations on the future of the school	Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage or Free
Safeguarding and child protection	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage or Free

CLASS FOUR		
How we make decisions		
Decision making processes and records of decisions		
Information	How to obtain the information	Cost
Admissions policy	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage or Free
Agendas and minutes of meetings of the governing body and its committees (excluding information that is properly regarded as private to the meetings)	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage or Free

CLASS FIVE		
Policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Information	How to obtain the information	Cost
Records management and personal data policies	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage or Free
Charging regimes and policies	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage or Free

CLASS SIX		
Lists and Registers		
Currently maintained lists and registers only (excluding the attendance register)		
Information	How to obtain the information	Cost
Curriculum circulars and statutory instruments	Hard or electronic copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	£0.10 per page + Postage or Free
Disclosure logs	Inspection only - contact school. Email admin@ladymargaret.lbhf.sch.uk	Free
Asset register	Inspection only - contact school. Email admin@ladymargaret.lbhf.sch.uk	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school. Email admin@ladymargaret.lbhf.sch.uk	Free

CLASS SEVEN		
Services we offer		
Services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Information	How to obtain the information	Cost
Extra-curricular activities	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage
Services for which the school is entitled to recover a fee, together with those fees	Please refer to Charging Remissions Policy School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage
School publications, leaflets, books and newsletters	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school	£0.10 per page

	office. Email admin@ladymargaret.lbhf.sch.uk	+ Postage
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Additional information information not itemised in the lists above		
SEND information	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage
Pupil Premium information	School website: www.ladymargaret.lbhf.sch.uk Hard copy: available on request from the school office. Email admin@ladymargaret.lbhf.sch.uk	Free £0.10 per page + Postage

4. Requests for information

The school aims to put as much information as possible online so, if you are looking for information, in the first instance please consult the school website: www.ladymargaret.lbhf.sch.uk

If you require a paper version of any of the documents within the scheme, please contact the school by email, telephone, or letter. Stating clearly that you wish to make a Freedom of Information Request

Email: admin@ladymargaret.lbhf.sch.uk
Tel: 020 7736 7138
Address: Lady Margaret School
9-15 Parsons Green
London
SW6 4UN

If the information you are looking for is not available via the scheme and is not on our website, please contact in the first instance the the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138 who will assess whether it is available.

5. Schedule of Charges

Information published on our website is free, although you may incur costs from your Internet service provider (ISP). If you do not have Internet access, you can access our website using a local library or an Internet café.

If you require a paper copy of the information on our website, we will provide this at a cost of £0.10 per sheet for black and white copies. Colour copying costs are considerably more expensive so please contact the office for a specific price. The cost of copying is based on the cost per A4 side of printing and machine rental prices from our provider plus the cost of paper. The cost of any postage will be recharged at cost.

If the provision of information incurs significant costs, or if help is needed to provide information in another format, we will discuss charges, including a possible allowable administration fee, before fulfilling the request.

6. Complaints

We take any complaints about our handling of Freedom of Information Requests very seriously.

If you are not satisfied with the assistance you receive with your Freedom of Information Request please contact in the first instance the the School's Data Manager, Magdalena Telecka-Klimkiewicz by email mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk or telephone 020 7736 7138.

To make a complaint, please contact our Data Protection Officer, Grow Partners Ltd, by contacting David Coy via email david.coy@london.anglican.org.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF