St George the Martyr Church of England Primary School

Freedom of Information Policy

Policy produced by School with assistance from Grow Education Partners Ltd.

Adopted by Governors - Academic year 2025/26
Review date - Academic year 2026/27

Freedom of Information Policy

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

Below is the guide to information available from the 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

Information	How to obtain the information	Cost
CLASS ONE		
Who we are and what we do Organisational information, locations and contacts, constitutional and legal governance		
Who we are	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
What we do	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Who's who: teachers and admin team	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Who's who: school governors and the basis of their appointment	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Contact details	School website: https://www.stgeorge.camden.sch.uk/	Free

	Hard copy: available on request from the school office	£0.05 per page
Named contact details (including Headteacher)	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Staffing structure	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
School session times and term dates	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Address of school and contact details, including email address	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page

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		
Annual budget plan and financial statements	Schools' financial benchmarking service from Department for Education (DfE): https://schools-financial-benchmarking.service.gov.uk/	Free
Capital funding	School capital funding report from DfE: https://www.gov.uk/guidance/school-capital-funding	Free
Financial audit reports	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	
Details of expenditure items over £2000	Hard copy: available on request from the school office	£0.05 per page
Procurement and contracts the school has entered into	Hard copy: available on request from the school office	£0.05 per page
Pay policy	Hard copy: available on request from the school office	£0.05 per page
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 copy: available on request from the school office	£0.05 per page
Staffing, pay and grading structure (in bands of £10k for SLT and by salary range for more junior posts)	Hard copy: available on request from the school office	£0.05 per page
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Hard copy: available on request from the school office	£0.05 per page

CLASS THREE		
Our priorities and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
School profile	*Get Information about Schools service from DfE:* https://www.find-school-performance-data.service.gov.uk/school/100040/st-george-the-martyr-church-of-england-primary-school	Free
Performance data supplied to the Government	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Latest Ofsted report	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Post-inspection action plan	Hard copy: available on request from the school office	£0.05 per page

Performance management policy and procedures	Hard copy: available on request from the school office	£0.05 per page
Performance data	Find and Compare Schools service from DfE: https://www.find-school-performance-data.service.gov.uk/school/100040/st-george-the-martyr-church-of-england-primary-school Hard copy: available on request from the school office	Free £0.05 per page
The school's future plans, i.e. proposals and consultations on the future of the school	Hard copy: available on request from the school office	£0.05 per page
Safeguarding and child protection	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page

CLASS FOUR		
How we make decisions Decision making processes and records of decisions		
Admissions policy	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
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: available on request from the school office	£0.05 per page

CLASS FIVE		
Policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities		
Records management and personal data policies	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Charging regimes and policies	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page

CLASS SIX		
Lists and Registers Currently maintained lists and registers only (excluding the attendance register)		
Curriculum circulars and statutory instruments	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Disclosure logs	Inspection only - contact school	Free
Asset register	Inspection only - contact school	Free
Any information the school is currently legally required to hold in publicly available	Inspection only - contact school	Free

registers		

CLASS SEVEN		
Services we offer Services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Extra-curricular activities	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Out of school clubs	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Services for which the school is entitled to recover a fee, together with those fees	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
School publications, leaflets, books and newsletters	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page

Additional information information not itemised in the lists above		
SEND information	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
Pupil Premium information	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page
PE and Sports Premium information	School website: https://www.stgeorge.camden.sch.uk/ Hard copy: available on request from the school office	Free £0.05 per page

Guide to information available from SCHOOL under the model publication scheme

REQUESTING 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:
https://www.stgeorge.camden.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.

If the information you are looking for is not available via the scheme and is not on our website, please contact the school office to assess whether it is available.

Contact details:

- admin@stgeorge.camden.sch.uk
- 0207 405 5640
- St George the Martyr Church of England Primary School, John's Mews, London. WC1N 2NX

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 £0.05 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 sheet 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.

COMPLAINTS:

If you are not satisfied with the assistance that you get, please raise this with us in the first instance. To make a complaint, please contact our independent data protection officer John Pearson Hicks (Data Protection Officer)
john.pearson-hicks@london.anglican.org

Alternatively, you can refer 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