



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

**FREEDOM OF INFORMATION PUBLICATION SCHEME
ADOPTED 9th OCTOBER 2017
DATE OF NEXT REVIEW: OCTOBER 2020**

1. Aims of this policy

- To describe Lady Margaret School's method of compliance with the Freedom of Information Act 2000
- 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 paper form. Some information that we hold may not be made public, for example personal information.

3. Classes of information

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

- School Prospectus - Information published in the School prospectus
- Governors' Documents - Information published in the Governors Annual Report and in other Governing Body documents
- Students & Curriculum - Information about policies that relate to students and the curriculum
- The School Policies and other information related to the School, including Information about policies that relate to the School in general

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.

4. Requests for information

Requests for electronic or paper versions of any of the documents within the publication scheme shall be made by contacting the School by telephone, email or letter.

Single copies of information covered by the publication scheme are provided free unless stated otherwise. If a particular request means that the School will have to do a lot of photocopying or printing, pay a large postage charge or is for a priced item (such as some printed publications or videos) the person making the request will be informed of the cost before the information is supplied.

Information publicised on the School website is free, although individuals may incur costs from their internet providers.

5. General

In carrying out its duties under the Freedom of Information Act 2000 the School will have regard to guidance that the DfE may publish from time to time.