

L'Île aux Enfants (The "School")

Publication Scheme on information available under the Freedom of Information Act 2000 and Access Policy

The governing body is responsible for maintenance of this scheme. The Headteacher is responsible for the day-to-day responsibility for FOIA policy and the provision of advice, guidance, publicity and interpretation of the School policy.

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

Under the Freedom of Information Act 2000 (The "FOIA"), there is a legal right for any person to ask the School for access to information held at the School. To do this the School 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 at our Secretary's office or can be sent to you by email or by post.

Some information which we hold may not be made public, for example personal information.

2. Information not covered by the FOIA

Requests for information which are covered by the Data Protection Act 1998 (ie for individuals to see their own personal information) or Environmental Information Regulations 1992 are not covered by the FOIA. Data protection enquiries are dealt with under the School's Data Protection Policy.

3. Categories of information published

The publication scheme guides you to information which the School currently publishes (or has 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 7 of this scheme.

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

School Prospectus - information published in the School prospectus.

Board of Directors' Documents - governing body documents.

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

Your request must be in writing (which includes fax and email) and clearly describe the information requested and your name and correspondence address (email addresses would be more convenient where possible). 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.

You do not have to say why you want the information and your request does not have to mention the FOIA

Email: secretaire@ileauxenfants.co.uk
Tel: **0044207 267 7119**
Fax: **0044207 267 0578**
Contact Address: **22 Vicar's Road, London, NW5 4NL**

To help the School process your request quickly, please clearly mark any correspondence "Publication Request Scheme".

All the School staff has been informed of the process for access to information under this publication scheme and access policy.

If the information you're looking for isn't available via the scheme you can still contact the School to ask if it has it.

5. The School obligations under a request for information under the FOIA

- The School is under a duty to provide advice and assistance to anyone requesting information.
- You are entitled to know whether the School holds the information (except where certain exemptions apply)
- Requests are to be dealt with within 20 days (excluding school holidays).

If the information is already in the public domain, the School can explain to you how to access it rather than obtain it for you. If the information is held by a public body, the School will transfer your request to them. The School will then inform you that it does not hold the information and that it has transferred your request.

The School has four reasons for not complying with a valid request for information under the FOIA:

- The information is not held by the School;
- The cost threshold is reached (likely to be set by the Government at £500);
- The request is considered vexatious or repeated;
- Or one or more exemptions may apply. Many of the exemptions are intended to protect sensitive or confidential information. For example, a third party's interests may be affected by disclosure and the School will need to contact them or a document may contain exempt

personal information that will need to be removed before it can be sent to you. Personal information requested by third parties is also exempt under the FOIA where release of that information would breach the Data Protection Act 1998.

Should you be dissatisfied with the way the School has handled your request for information, you should complain in the manner provided in the School's Complaints Policy.

6. Paying for information

Information sent to you by email is free. Single copies of information covered by this publication are provided free.

However, if your request means that the School has to do a lot of photocopying or printing, or pay a large postage charge, the School will let you know the cost before fulfilling your request. The fee must be calculated in accordance with FOIA regulations.

7. Classes of Information Currently Published

School Prospectus - this section sets out information published in the School prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the School prospectus are as follows, (other items may be included in the prospectus at the School's discretion):</p> <ul style="list-style-type: none"> • The name, address and telephone number of the School, and the type of school • The names of the Headteacher and chair of Board of Directors • A statement of the School's ethos and values • Details of any affiliations with particular French government bodies • Curriculum • The arrangements for visits to the School by prospective parents

Information relating to the governing body - this section sets out information published in the governing body.

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 (or Board of Directors) is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor (or director) • Details of any trust • The date the instrument takes effect
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Minutes	<p>Agreed minutes of meetings of the Board of Directors and its committees (current and last full academic School year)</p> <p>Some information might be confidential or otherwise exempt from the publication by law - the School cannot therefore publish the contents of such information if contained in meetings of the Board of Directors and its committees.</p>
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Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the School curriculum.

Class	Description
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.
Race Equality Policy	Statement of policy for promoting race equality
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the School.
Sex Education Policy	Statement of policy with regard to sex and relationship education

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.
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.
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
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of School staff and procedures by which staff may seek redress for grievance

7. Feedback and Complaints

The School welcomes any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Board (comitedegestion@ileauxenfants.co.uk)

If you are not satisfied with the assistance that you get or if the School has not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; Enquiry/Information Line: 01625 545 700, E Mail: publications@ic-foi.demon.co.uk. Website: www.informationcommissioner.gov.uk

General

This document has been drawn up to clarify the policy of the School to inform parents, guardians and pupils of what that policy is. It is not intended to extend or alter the contractual or other legal rights that exist between the School and parents, guardians or pupils. The contents of this document are statements of intent made in good faith, but are not intended to be legally enforceable.

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