



Freedom of Information Request Policy as adopted by Oak Lodge School 2025

Guide to Information provided by schools under the model publication scheme

Introduction

This document is written to provide examples of the kind of information the Information Commissioner's Office (ICO) expects Oak Lodge school to publish to meet your commitment under the publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for all public authorities that are subject to FOIA to adopt, including schools.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

This document needs to be read in conjunction with the GDPR Policy and the ICO guidance – both found on our website.

We would be in breach of FOIA if we have not adopted the model publication scheme and are not publishing in accordance with it.

Information included in the Guide to Information

The information below lists information the ICO thinks we are likely to hold and we have made available within each class of information.

The ICO expects you to make the information in the Guide available unless we:

- do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 exceptions, or its release is prohibited under another statute (eg UK GDPR);

- the information is readily and publicly available from an external website; such information may have been provided either by you or on your behalf.
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme.

Publishing datasets for re-use

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested. You must also publish any updated versions of the dataset, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish the dataset information in an electronic form that is capable of being re-used.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and charging

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide it. You may ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

You cannot charge a re-use fee if you make the datasets available for re-use under the [Open Government Licence](#).

Information available from Oak Lodge School under the Model Publication Scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do	Information about us; our structures, locations and contacts Current information only	
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Head teacher's contact details	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Who's who in the school	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy

Who's who on the governing body / board of governors and selection criteria for appointment	Website: https://www.oaklodge.wandsworth.sch.uk/	No Charge
Governing body's contact details	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Instrument of Government / Articles of Association	Website: https://www.oaklodge.wandsworth.sch.uk/	No Charge
	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Class 2 – What we spend and how we spend it	Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	
	Current and previous financial year as a minimum	
Annual budget and financial statements	Website: https://www.oaklodge.wandsworth.sch.uk/	No Charge
	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Capital funding	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Financial Audits reports	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy

Staff pay – details of senior staff salaries in bands of £ 10,000. For all other posts, by salary range	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Procurement and contracts we have entered into	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Details of any premiums we receive such as Pupil premium.	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Class 3 – What our priorities are and how we are doing	Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum	
Latest reports from regulators (Ofsted) - Full report	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Exam and assessment results	Website: https://www.oaklodge.wandsworth.sch.uk/	No Charge

	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Performance tables	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Careers programme information	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
The school's/academy's future plans.	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Class 4 – How we make decisions	Decision making processes and records of decisions Current and previous three years as a minimum	
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy

Class 5 – Our policies and procedures	Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Safeguarding and child protection, including protecting children's personal data	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Equality and Diversity	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Policies and procedures relating to recruitment and human resources	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Special educational needs	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website: https://www.oaklodge.wandsworth.sch.uk/	No Charge Black & White copies are 1p per copy

	Hard copy: Available on request – contact the school.	Colour copies are 5p per copy
Pay Policy	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Hard copy: Available on request – contact the school.	Black & White copies are 1p per copy Colour copies are 5p per copy
Charging regimes and policies	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Class 6 – Lists and Registers	Currently maintained lists and registers only (this does not include the attendance register)	
Curriculum circulars and statutory instruments	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Inspection only – contact the school.	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only – contact the school.	Free

Asset register and Information Asset register	Inspection only – contact the school.	Free
Any information we are currently legally required to hold in publicly available registers	Inspection only – contact the school.	Free
Class 7 – The services we offer	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	
Extra-curricular activities	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Services for which we are entitled to recover a fee, together with those fees	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Requests for paper copies of information	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Our publications, leaflets, books and newsletters	Website: https://www.oaklodge.wandsworth.sch.uk/ Hard copy: Available on request – contact the school.	No Charge Black & White copies are 1p per copy Colour copies are 5p per copy
Additional Information	Any information that is not itemised in the lists above	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 1@p per sheet (black & white)	Actual cost *
	Photocopying 5@p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)	

* the actual cost incurred