

Freedom of Information Statement

Overview

The London Interdisciplinary School (LIS) is a private limited company and as such is not in scope under the [Freedom of Information Act 2000](#).

Should LIS receive any direct Freedom of Information enquiry, it should be passed to the Registrar, who will respond, "London Interdisciplinary School is not subject to the Freedom of Information Act, as it is not a public authority and has not been designated as such. LIS is a private limited company."

The School works with and for public authorities, who are subject to the Freedom of Information Act. This means that information the School provides to such an authority may be requested by an individual under the Act.

Ensuring Transparency

Whilst the School will not publish a Publication Scheme, it will publish the following, to ensure transparency, to protect student interests, and to comply with the terms of our registration with the [Office for Students](#):

- [Terms and Conditions](#) of the Student Contract and the School's associated policies and procedures;
- [Academic Regulations](#);
- [Student Handbook](#), including programme details;
- The School's governance structures, including governing bodies, terms of reference and membership, and delegation of authority
- The School's policies, including the [Anti-Bribery and Corruption Policy](#) and the [Code of Ethical Conduct](#);
- Register of interests;
- Organisational policies, including the: [Health and Safety Policy](#); [Equality, Diversity and Inclusion Policy](#); [Disability Policy](#); [Data Protection Policy](#); [Data Retention Policy](#) and [Detailed Data Retention Schedule](#); [Safeguarding Policy and Procedure \(including Prevent\)](#); [Risk Management Policy](#); [Whistleblowing Policy and Procedure](#);
- Its [Access and Participation Plan](#);
- Its [Student Protection Plan](#).

This information will be made available via the School's internet site at a minimum. Selected information will also be published via physical prospectuses. Information relating to the Student Contract will be included in Offer letters as standard.

Value for money

LIS is committed to the principle of transparency which means it will communicate clearly with students and the general public about its income and expenditure.

This will be achieved through a full commitment to meeting LIS's legal requirements for financial reporting as set out by [HMRC/ Companies House](#) (in relation to LIS's status as a Limited Company) and the [Office for Students](#) (in relation to LIS's status as a private higher education provider).

This means that LIS will:

- Ensure complete financial accounts are audited on an annual basis and will publish these results through Companies House, as required.
- Publish on its website an infographic of income and expenditure;
- Describe on the website its framework for establishing value for money (e.g. audit, principles of procurement, evidence-based reviews of impact)
- Provide information on the number of staff in receipt of salaries in excess of £100,000.
- Identify those staff whose salaries are in excess of £150,000

Version control

Name of policy/procedure:	Freedom of Information Statement
Document owner:	Hannah Kohler, Director of Admissions and Student Support
Date Originally Created:	06/2019
Last reviewed:	07/2019
Reviewed by:	
Audited by:	Board of Directors
Date of Audit:	11/2019
Date of next review: (annually unless otherwise agreed)	11/2020
Related documents: (e.g. associated forms, underpinning processes, related policies or overarching policies)	Terms and Conditions Academic Regulations Student Handbook; Governance Articles Anti-Bribery and Corruption Policy Code of Ethical Conduct Health and Safety Policy Equality, Diversity and Inclusion Policy Disability Policy Data Protection Policy Data Retention Schedule Safeguarding Policy and Procedure (including Prevent) Risk Management Policy Whistleblowing Policy and Procedure Access and Participation Plan Student Protection Plan

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	12/06/2019	Original draft
2	Hannah Kohler (Director of Admissions and Student Support)	17/07/2019	Addition of value for money section
3	Hannah Kohler (Director of Admissions and Student Support)	10/08/2019	Revised wording to create clarity on how LIS will deal with Fol requests on the basis of legal

4	Board of Directors	18/11/2019	advice; inserted links to policies Approved
---	--------------------	------------	--