

**The Catholic Academy Trust in East Berkshire  
St Mary's Catholic Primary School**

*Learning and loving on our journey with  
Jesus.*



To the greater glory of God

## **Publications - Freedom of Information Policy**

**This policy supports the distinctive nature of our school which is based upon the teachings of Jesus and the commitment to fulfil each child to their potential whilst recognising their uniqueness.**

### **1. Introduction and Background information**

**1.1** The Act received Royal Assent on 30 November 2000 and came fully into force on 1 January 2005.

The Act gives a general right of access to all types of recorded information held by public authorities, sets out some exemptions from that right and imposes a number of other obligations on public authorities.

**1.2** 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 achieve this we have produced 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 the school publishes or intends to publish as a matter of course.

All information in our publication is available in paper form.

Some information held may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

**1.3** The Governing Body is responsible for the maintenance of this scheme.

**1.4** Day to day responsibility for maintaining the scheme

The following person has on-going responsibility for maintenance of the scheme:  
Freedom of Information Officer

**1.5** This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **2. Aims and Objectives**

Our School aims to :

- Provide the experience of belonging to a Catholic community
- Promote active commitment to the wider community
- Provide an education of the highest quality

This publication scheme is a means of showing how we are pursuing these aims.

## **3. Categories of information published**

This publication scheme is a guide to information which we currently publish (or have recently published) or which we will publish in the future. This is divided into categories of information known as “classes”, contained in section 5 of the scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

- i. School Prospectus – information published in school prospectus.
- ii. School Profile and other information relating to the Governing Body – information published in the School Profile and in other governing body documents.
- iii. Pupils and Curriculum – information about policies that relate to pupils and the school curriculum.
- iv. School Policies and other information related to the school – information about policies that relate to the school in general.

### **3.1 Information published on the website**

The school's improved website contains information which is available free-of-charge and may be downloaded, copied and/or printed without breaking any copyright laws, unless otherwise stated.

The website may be located using the following web address:

[www.stmarys-maidenhead.org.uk](http://www.stmarys-maidenhead.org.uk)

On the website, the school has a number of hyperlinks to other specific areas providing detailed information about specific school services.

## **4. Your questions answered**

We have anticipated a number of the questions that may be asked about the Publication Scheme and have given below answers to those questions.

If you require further explanation or additional information about the Publication Scheme please contact the schools Freedom of Information Officer.

### **4.1. Where can I obtain a copy of the Publication Scheme?**

The scheme has been produced in paper form and as an electronic document.

#### **4.1.1 Website**

Electronic copies can be located on the school's website at the following address:

[www.stmarys-maidenhead.org.uk](http://www.stmarys-maidenhead.org.uk)

#### **4.1.2 Paper**

Paper copies can be viewed at the school's office; this is open between 8.30am and 4.00pm Mondays to Fridays. The secretary will also hold a number of copies available for citizens or organisations that are unable to visit the school. If you request

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a copy of the scheme via postal mail, the school will endeavour to send the free copy to you within 10 working days of the receipt of your request.

To help us process your request quickly, please mark any correspondence (in capitals) "PUBLICATION SCHEME REQUEST".

#### **4.1.3 Email**

Alternatively a copy can be sent to your e-mail address on request.

Please send an email requesting a free copy of the school's Publication Scheme to the following email address. Please put "FOI Publication Scheme" in the subject heading: [St-marys@rbwm.org](mailto:St-marys@rbwm.org)

**4.1.4** Where information is sought that is not available via the scheme and not on the school website, contact can be made with the school to ask if this information is held.

#### **4.2 Is there a charge for copies of the Publication Scheme?**

Free copies of the Publication Scheme will be provided on a "one copy per request" basis.

Repeated requests for copies of the Publication Scheme will be assessed by the School Business Manager and if requests are judged to be vexatious, the request may be refused.

#### **4.3 How do I obtain copies of the information described in the scheme?**

Some information can be found on the school's website – see above. All information on the website can be downloaded, copied and/or printed without breaking any copyright laws, unless otherwise stated.

Information contained within other school publications, such as leaflets, may be obtained from the school's office.

Repeated requests for copies of the information within the scheme will be assessed by the School Business Manager and if requests are judged to be vexatious the request may be refused.

#### **4.4 Will I have to pay for copies of the information within the scheme?**

All information provided on the school's website is provided free-of-charge although the enquirer may incur costs from their Internet service provider. Where personal Internet access is not available, the school website can be accessed by using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 5. If a request means that photocopying, printing or postage charges are incurred, or is for a priced item such as some printed publications or videos, the school will advise of the cost before fulfilling the request. Where there is a charge this will be indicated by a £ sign in the description box.

#### **4.5 If I want information that's not available through the Publication Scheme, will a charge be made?**

Under the provision of the Freedom of Information Act, information has to be provided free of charge if it does not exceed the current limit which is £450. This equates to 18 hours work at £25 per hour.

#### **4.6 What happens if the time for locating and retrieving the information is estimated to be over the £450 limit?**

St Mary's Catholic Primary School Publication Scheme on information available under the Freedom of Information Act

The Freedom of Information Act gives the school powers to charge for providing information above the £450 limit. The school has decided to charge the same hourly rate of £25, and the fee charged will be for the total hours required to locate, retrieve and consider whether an exemption applies to the information requested.

**4.7 Is there a charge for disbursements such as photocopying and postage?**

Charges can be made for photocopying (based at 10p per copy) and postage, these charges are not included in the £450 limit.

**4.8 How will I know if there is a charge?**

The school will send you a fees notice within 5-10 working days of receiving your request for information and you will have 90 days to respond. If you decide not to pursue your request your application will automatically lapse at the end of this time period and the school will take no further action.

**5. Classes of Information Currently Published**

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

School Prospectus

The statutory contents of the school prospectus are as follows. (Other items may be included in the prospectus at the school's discretion):

- The name, address and telephone number of the school, and the type of school
- The names of the Headteacher and the Chair of Governors
- Information on the school policy on admissions
- A statement of the school's ethos and values
- Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
- Information about the implementation of the governing body's policy on students with special educational needs (SEN)
- A description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school
- Number of pupils on roll and rates of pupil's authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- The arrangements for visits to the school by prospective parents

The School Profile and other information relating to the governing body – this section sets out information published in the School Profile and in other governing body documents.

School Profile

The contents of the school profile is as follows:

- Performance data

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- Summary of Ofsted report
- School's intentions for the future

Instrument of Governance

- The name of the school
- The category of the school
- The name of the governing body
- The manner in which the governing body 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
- Details of any trust
- The date the instrument takes effect

Minutes 1 of meeting of the governing body and its committees

Agreed minutes of meetings of the governing body and its committees - current and last full academic year

(Some information might be confidential or otherwise exempt from the publication by law and in which case we cannot be publish this)

Pupils and Curriculum Policies – this section gives access to information about policies that relate to pupils and the school curriculum.

Home-School Agreement

Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements

Curriculum Policy

Statement on following the policy for the secular curriculum subjects and religious education with schemes of work and syllabuses currently used by the school

Statement of policy with regard to sex and relationship education

Special Educational Needs Policy

Information about the school's policy on providing for pupils with special educational needs

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

Diversity and Equality Policy

Collective Worship

Statement of arrangements for the required daily act of collective worship

Child Protection

Statement of school policy for safeguarding and promoting welfare of pupils at the school

Pupil Discipline

Anti-bullying policy

School Policies and other information related to the school – this section gives access to information about policies that relate to the school in general.

Published reports of Ofsted referring expressly to the school

Published report of the last inspection of the school together with the summary of the Report

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Ofsted inspection selfevaluation form

A statement of the governing body's evaluation of the school's performance

Charging and remissions policies

A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodgings for which charges are permitted, for example school publications, music tuition and trips

School Session times and term dates

Details of school sessions 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 procedures

Statement of procedures for dealing with complaints

Performance management of Staff

Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the headteacher on the effectiveness of appraisal procedures

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

Curriculum circulars and statutory instruments

Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the headteacher or governing body relating to the curriculum

Pay Policy Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay

Admissions Policy

Some information might be confidential or otherwise exempt from the publication by law and in which case we cannot be publish this

## **6. Feedback and Complaints**

We welcome any comments and/or suggestions intended to improve the content of 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 Headteacher at the school.

Where an enquiry remains unresolved, or 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 can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone : 01625 545 700 (main switchboard – ask for Freedom of Information)

Fax : 01625 524 510

E-mail: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

This policy was ratified by the Governing Body on

St Mary's Catholic Primary School Publication Scheme on information available under the  
Freedom of Information Act

Date.....

Signed.....

This policy will be reviewed in October 2019