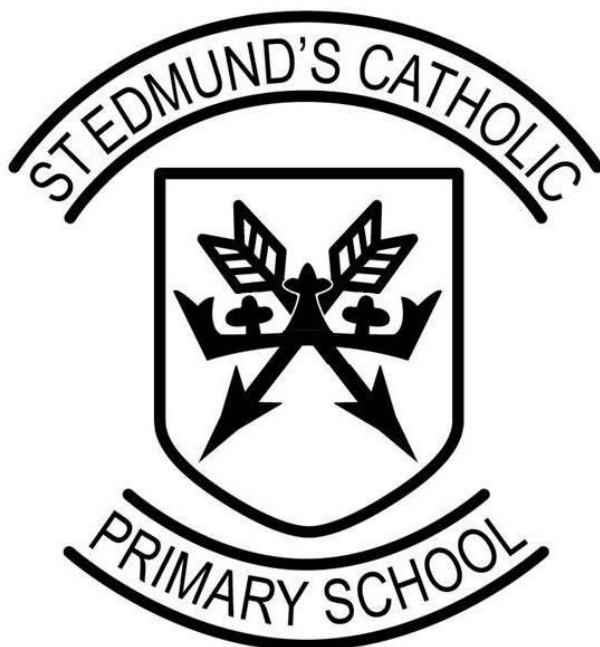


St Edmund's Catholic Primary School

FREEDOM OF INFORMATION POLICY (Including Publication Scheme)



Status of Policy	Date:
Policy Revised:	June 2015 (new)
Agreed By Staff:	Not applicable
Date Ratified By Governors:	March 2016
Date For Review:	June 2017

St Edmund's Catholic Primary School

Freedom of Information

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in the sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within in scheme.
- To produce and publish the methods by which specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making process, internal criteria and procedures, consultation.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to functions of the authority.

The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or 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 available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how the information can be obtained by other means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will, be provided. An appointment to view the information will be arranged within reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at the minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as;

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of right of access to information held by the public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the freedom of Information Act.

C Pepper
Summer 2015
(ref Godalming Confed)

St Edmund's Catholic Primary School Publication Scheme

This is St Edmund's Catholic Primary School's Publication Scheme detailing the information available under the Freedom of Information Act 2000. This publication scheme conforms to the guide for schools approved by the Information Commissioner from 1st January 2009.

The Governing Body is responsible for maintenance of this scheme.

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

One of the aims of the Freedom of Information Act 2000 (referred to as FOIA in rest of this document) is that public authorities, including all maintained schools should be clear and proactive about the format in which the information will be available.

To do this we produce a publication schedule setting out:

- the classes of information which we publish or intend to publish;
- the format in which the information will be made available and
- whether the information is available free of charge or on payment

The 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 obtainable from the school. Some information, which we hold, may not be made public, for example personal information.

We have made no changes to the classes of information in the publication scheme recommended by the Information Commissioner for schools and therefore specify where our school does not hold, or no longer publishes, information detailed.

2. Aims of our school

This publication scheme is a means of showing how we are pursuing the aims of St Edmund's Catholic Primary School, which are to:

- provide high quality educational opportunities for all our children
- create for children a secure, happy, challenging and stimulating environment
- ensure effective learning in all aspects of the curriculum
- motivate our children to have active and inquiring minds
- enable children to have opportunities to develop their own ideas through first-hand experience and observations, learning to make choices and develop a critical, self-evaluative approach to their own work.
- Encourage children to appreciate and value work, opinions and possessions of themselves and others.
- Develop respect and tolerance for others regardless of age, gender, colour or creed
- Help children to be self-confident and self-disciplined thereby having a sense of personal and social responsibility, being able to co-operate and show consideration, care and respect for others.
- Enable children to work towards their potential and recognise their own particular talents
- Provide opportunities for individual and co-operative learning
- Ensure that our children understand the main tenets of the Catholic tradition and its values
- Foster good home-school links and to integrate with the local community
- Develop creativity and aesthetic awareness
- Offer a variety of teaching styles and experiences
- Offer a wide range of interests within the teaching staff and to have shared vision within the staff.

3. How to request information

If you require a paper version of any of the documents within the scheme, or wish to view information in school, please contact us by telephone, email, fax or letter. Contact details are set out below.

Telephone: 01483 414 497
 Email: office@stedmunds.surrey.sch.uk
 Fax: 01483 414497
 Address: St Edmund's Catholic Primary School
 The Drive
 Godalming
 Surrey GU7 1PF

To help us process your request quickly. Please clearly mark any correspondence **"FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST"** (in CAPITALS please).

If the information you are looking for is not available via the scheme nor on our website you can still contact the school and we can tell you whether or not we have it.

4. Paying for information

Information published on our website <http://www.stedmundschool.co.uk> is free, although you may incur costs from your Internet Service Provider. If you do not have Internet access, you can access our website using a local library or internet cafe.

Information may generally be viewed at the school free of charge. Information which involves considerable time is collation may incur a proportionate cost. Any copies taken away will be charged at 15p /sheet, unless marked with a *. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publication or videos we will let you know the cost before fulfilling your request.

5. Classes of information

Information to be published	How the information can be obtained
Class1 –Who we are and what we do Organisational information, structure, locations ADN contacts <i>Current information only</i>	Website –W www.stedmundschool.co.uk Hard copy – H Viewing only -V
Who's who in the school	W;H
Who's who on the Governing body and the basis of their appointment	W;H
Instrument of Government	H
*School Prospectus	W;H
Staffing Structure	H
School session times and term dates	W;H

Information to be published	How the information can be obtained
Class2 –What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit <i>Current and previous financial year as a minimum</i>	Website –W www.stedmundschool.co.uk Hard copy – H Viewing only -V
Annual budget	H
Capitalised funding	H
Additional funding	H
Procurement and projects	H
Pay Policy	H
Staffing and grading structure	H
Governors' Allowances	H

Information to be published	How the information can be obtained
Class3 –What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews <i>Current information as a minimum</i>	Website –W www.stedmundsschool.co.uk Hard copy – H Viewing only -V
School Profile <ul style="list-style-type: none"> Government supplied performance data Latest Ofsted report – Summary and Full report 	W;H
Performance Management policy and procedures adopted by the Governing Body	W;H
Schools's future plans	H
Every Child Matters – policies and procedures	H

Information to be published	How the information can be obtained
Class4 – how we make decisions Decision making processes and records of decisions <i>Current and previous three years as a minimum</i>	Website –W www.stedmundsschool.co.uk Hard copy – H Viewing only -V
Admissions policy/decisions(not individual admission decisions)	W;H
Agendas of meeting of the governing body and (if held) its sub-committees	H
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings	H

Information to be published	How the information can be obtained
Class5 –Our policies and procedures Written protocols, policies and procedures for delivering our services and responsibilities <i>Current information only</i>	Website –W www.stedmundsschool.co.uk Hard copy – H Viewing only -V
School Policies including: Charging and Remissions Policy Health and Safety Complaints Procedure (responding to Parental Concerns) Staff conduct Policy Discipline and Grievance policy Equality and diversity policies(inc equal opportunities) Staff Recruitment policy	H
Pupil and Curriculum Policies <ul style="list-style-type: none"> Home School Agreement Curriculum Sex and Relationship education Special education Needs Accessibility Race Equality Collective Worship Behaviour Policy 	H
Records Management and personal data policies including: <ul style="list-style-type: none"> Information security policies Records retention destruction an d 	Not held Not held

<ul style="list-style-type: none"> archive policies Data protection (including information sharing policies) 	Not held
<p>Charging and Remission Policies. This should include details of any statutory charging regimes <i>Charging policies include charges made for information published. They state what costs are to be recovered, the basis on which they are made and how they are calculated.</i></p>	W;H

Information to be published	How the information can be obtained
<p>Class6 – Lists and Registers <i>Current maintained lists and registers only</i></p>	Website –W www.stedmundsschool.co.uk Hard copy – H Viewing only -V
Curriculum circulars and statutory instruments	H
Disclosure logs	Not held – no disclosures requested
Asset)	V
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	V

Information to be published	How the information can be obtained
<p>Class7 –The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and business <i>Current information onlay</i></p>	Website –W www.stedmundsschool.co.uk Hard copy – H Viewing only -V
Extracurricular activities	H
Out of school clubs	W;H
School Publications	H
Services for which the school is entitled to recover a fee , together with those fees	W;H
Leaflets, books and newsletters	H

Additional Information	
No further information is published.	Website –W www.stedmundsschool.co.uk Hard copy – H Viewing only -V

7.Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comment about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to:

Chair of Governors, c/o/ St Edmund's Catholic Primary School

If you are not satisfied with the assistance you get or if we have 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:

Information Commissioner, Wyycliffe House, Water Lane, Wilmslow SK9 5AF

Enquiry/Information line: 01625 545 700

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk