



## OUR LADY & ST THOMAS RCVA PRIMARY SCHOOL



### Freedom of Information Policy & Publication Scheme

#### **Introduction: what a Publication Scheme is and why it has been developed**

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

#### **Freedom of Information Act**

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

This publication scheme commits a school 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

#### **The scheme commits:**

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school 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 this scheme.
- To produce and publish the methods by which the 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 school 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.
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

## Categories of Information Published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- *School Prospectus* – information published in the school prospectus. • *Governors' Documents* - information published in the School Profile and in other 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

Many of the documents are available on our website. You will find our website at <http://www.olst.org.uk>

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:

Email: [ourladysthomas@durhamlearning.net](mailto:ourladysthomas@durhamlearning.net)

Tel: **01388 746336**

Fax: **01388 748229**

Contact Address:

**Our Lady & St Thomas, Cumberland Terrace, Willington, Crook, Co. Durham. DL15 0PB**

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please). If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

## 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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 publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of Information Currently Published:

**Class 1** - Who we are and what we do Organisational information, structures, locations and contacts

### ***Instrument of Government***

The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.

### ***School prospectus***

The statutory contents of the school prospectus, as follows:

- information about the implementation of the governing body's policy re Special Educational Needs and Disabilities (SEND).

The schools SEND Report known as the Local Offer - a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan. Once the prospectus has been published and made available to parents, access to it should be available to anyone.

### ***Governing Body***

The names, and contact details of the governors should be available and the basis on which they have been appointed.

### ***School session times and term dates***

Details of school session times and dates of school terms and holidays.

### ***Location and contact information***

The address, telephone number and website for the school together with the names of key personnel.

## **Safeguarding Policy**

### **Class 2**

What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit reports.

### ***Pay policy***

The statement of the school's policy and procedures regarding teachers' pay.

## **Staffing and grading structure**

### **Class 3**

What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.

- Government-supplied performance data
- Latest Ofsted and Diocesan Inspection Reports
- School Improvement Plan, Statements on the use of Pupil Premium and Sports Premium
- *Performance management information* -Performance management policy and procedures adopted by the governing body.
- *Schools future plans*

Any major proposals for the future of the school involving, for example, consultation or a change in school status.

## **Safeguarding and Child Protection**

### **Class 4 How we make decisions**

Decision-making processes and records of decisions, available for the current and previous three years.

### ***Admissions Policy / Decisions***

The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.

*Minutes of meetings of the Governing body and its sub-committees* Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

## **Class 5 Our Policies and Procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

### **School Policies**

This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.

### **Pupil and Curriculum Policies**

This will include such policies as home-school agreement, curriculum, sex education, special educational needs and disability, accessibility, equality, collective worship, and pupil discipline.

### ***EQUALITY AND DIVERSITY***

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

### ***Records Management and Personal Data Policies***

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

### **Charging Regimes and Policies**

Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

## **Class 6 Lists and Registers**

### **Currently maintained lists and registers**

#### **Curriculum circulars and statutory instruments**

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

### **Disclosure Logs**

If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

### ***Asset register***

We would expect some information from capital asset registers to be available, if such registers are held. *Any information the school is currently legally required to hold in publicly available registers*

**Class 7 The Services we Offer – current information only**

*Leaflets, guidance re the curriculum, newsletters, extra-curricular clubs. The majority of information is available on our website. If a paper copy is required, your request will be dealt with as promptly as possible but this could take up to 20 working days depending on the complexity of the request.*